* Are you clear about your responsibilities?
	+ Yes
	+ No
* Have you made your formal appointments?
	+ Yes
	+ No
* Have you checked that the principal designer or designer has the capability and necessary skills, knowledge, training, and experience to fulfil their duties?
	+ Yes
	+ No
* Have you checked that the project team is adequately resourced?
	+ Yes
	+ No
* Has a project or client brief been issued to the project team?
	+ Yes
	+ No
* Has the project team been provided with information about the existing site or structure (pre-construction information)?
	+ Yes
	+ No
* Do you have access to project-specific health and safety advice?

	+ Yes
	+ No
* Are suitable arrangements in place to manage health and safety throughout the project?
	+ Yes
	+ No
* Has a schedule of the key activities for the project been produced?
	+ Yes
	+ No
* Has sufficient time been allowed to complete the key activities?
	+ Yes
	+ No
* Where required, has an online F10 notification form been submitted to HSE to notify them of commencement of work?
	+ Yes
	+ No
* Have you checked that a construction phase plan has been adequately developed before work starts on site?
	+ Yes
	+ No
* Are you satisfied that suitable welfare facilities have been provided before work starts on site?
	+ Yes
	+ No
* Have you agreed on the format and content of the health and safety file?
	+ Yes
	+ No