

Your project's CDM journey

How the Construction (Design and Management) Regulations 2015 run through your project: what happens at each step, who does what, and what you receive. The written guide on the next page says the same in full sentences.

	01 Appointment and your details	02 Gathering the information	03 The pre-construction information pack	04 Before work starts	05 During and after the works
You	Read the appointment pack. Complete and sign the short online form, around ten minutes; your signature on it is your acceptance. Tell us who is designing and, if already chosen, who is building.	Send anything you hold about the property: surveys, drawings, old reports. Arrange access for our site visit.	Review the pack, and share it with anyone quoting for the works.	Appoint your contractor in writing. Work must not start until the legal gates below are met.	Tell us about any changes you instruct. At the end, keep the health and safety file with the property's papers.
ClearCDM, your principal designer	We set the project up, issue the appointment pack and send your personal form link. Appointment pack	We visit and record the site, send each designer a short online form, and organise everything into one project record.	We write and issue the pack, and keep the information register up to date as information arrives. PCI pack Information register	We send the contractor a short online form, record the return, and confirm the position to you at handover. Start on site handover record	Where we are retained through the works: design changes coordinated, subcontractor designers recorded package by package, and the file completed at the end. Health and safety file
Your designers and contractor	Nothing needed yet.	Designers complete their form, around ten minutes, and share their drawings and risk information as they are.	Everyone quoting or building uses the pack to plan and price the works safely.	The contractor returns their form, prepares the construction phase plan and sets up site welfare.	The contractor runs the site under their plan, and notifies design changes and file information through our notification page or by email.

Before work can start on site

The law sets a small number of gates: your contractor appointed in writing, a construction phase plan in existence, welfare facilities in place, the asbestos position known for buildings of asbestos age, and the F10 notice submitted to HSE where the project qualifies. We track these on the information register and tell you plainly where each one stands.

We plan, manage, monitor and coordinate health and safety in the pre-construction phase. Each duty holder remains responsible for their own duties, and we never leave you guessing about whose job something is.

Questions at any point: mail@clearcdm.co.uk

The five steps, in plain English

One short paragraph per step. Nothing here is technical, and nothing is expected of you beyond what is written.

01 Appointment and your details

The appointment pack confirms ClearCDM as your CDM principal designer and sets out the service. You accept it by completing and signing the short online form in your invitation email; there is nothing to print or post. The form also collects what you know about the property, takes around ten minutes, and works on a phone. Work should not begin on site before your acceptance is in place.

02 Gathering the information

We visit the site and record it, and each of your designers receives a short online form asking for their design risk information in whatever format they already have it, usually their own drawings or risk register. You send us anything you hold about the property. Everything lands in one project record, and we hold it there rather than bombarding anyone with questions.

03 The pre-construction information pack

The regulations ask for the project's health and safety information to be collected and passed to whoever builds, so they can plan and price safe work. We write this as the pre-construction information pack: the site, its risks, the designers' risk information, and the arrangements for the health and safety file. The information register issued with it shows anything still awaited and who provides it.

04 Before work starts

Your contractor completes their own short form and prepares the construction phase plan, which is their legal document for running the site safely. A small number of legal gates must be in place before work starts, and the start on site handover record confirms the position on each of them plainly. We confirm the information position; we do not approve the contractor's methods, which stay the contractor's responsibility.

05 During and after the works

Where our appointment continues through the construction phase, design changes are notified to us before they are built, subcontractor designers are recorded package by package as scaffold, steelwork and similar are appointed, and the health and safety file is completed and issued to you at practical completion as a single PDF. Keep it with the property's papers and pass it to anyone doing future work on the building.

Two ways we may be appointed. Some appointments conclude at start on site, with the handover record closing our involvement; others continue through the construction phase to the handover of the health and safety file. Your appointment document sets out which applies, and either way the steps above read the same.