Record of inspection of principal designer

The aim of the assessment meeting is to determine how well the PD role is being implemented.

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| **Objectives** | |
| **1** | **Determine the organisational understanding of the PD role and how it is delivered.** |
| **2** | **Determine how the PD assists the client for the purposes of developing PCI and assesses its adequacy.** |
| **3** | **Determine how the PD demonstrates that they have the SKE or organisational capability to accept**  **the PD role and assess its adequacy.** |
| **4** | **Determine whether content and provision of PCI for all appointed designers and contractors, or those being considered for appointment, is adequate, prompt and in a convenient form.** |
| **5** | **Determine the adequacy of the PD’s mechanisms through which they ensure all dutyholders co-**  **operate and co-ordinate matters relating to health and safety in the pre-construction phase.** |
| **6** | **Determine whether the PD has an effective process for ensuring designers comply with their duties.** |
| **7** | **Assess the mechanisms for liaison between the PD and PC, and determine whether the**  **information exchange is effective so that the PC has the right information at the right time, to**  **enable effective planning of the construction phase (CPP).** |
| **8** | **Assess how the health and safety implications of late design changes are managed through the**  **liaison arrangements between the PD and PC.** |
| **9** | **Assess whether the PD has an effective process for the preparation, revision, updating and**  **handover of the health and safety file.** |

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| Inspector name and office |  |

|  |  |
| --- | --- |
| Company name |  |
| Address | |
| email |  |
| Tel no |  |
|  |  |
| Coin Company no |  |
| Insp. Case no |  |

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| --- | --- |
| Date of meeting |  |
| Persons seen and position |  |

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| What is the configuration of the PD role within the organisation? | | | |  |
| How many projects has the organisation acted as PD? | | | |  |
| Example project details (optional, if projects discussed in detail) | | | | |
| 1 | Site address |  | | |
|  | Client |  | | |
|  | Designer |  | | |
|  | Principal contractor |  | | |
|  | | | | |
| 2 | Site address |  | | |
|  | Client |  | | |
|  | Designer |  | | |
|  | Principal contractor |  | | |
|  | | | | |
| 3 | Site address |  | | |
|  | Client |  | | |
|  | Designer |  | | |
|  | Principal contractor |  | | |
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| Does the organisation work for a particular industry sector client – who? | | |  | |
| What is the usual type of project? | | |  | |

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| Any previous HSE contact details | |
| Case no |  |
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For each of the objectives, there are KPIs and question prompts. Please note that while answering the objective is mandatory, using the specific questions is not.

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| **1** | **Determine the organisational understanding of the PD role and how it is delivered.** |
| KPI  a  b  c | The PD influences the project and is in control of the pre-construction phase  The PD has assessed the time and resource allocated by client are adequate  H&S in design has requisite investment/resource |
| 1. What does the PD see as the key element of the PD role? 2. Does the PD understand that the role is analogous to that of the PC in the pre-construction phase? 3. What does the PD consider ‘in control of the pre-construction phase’ to mean and why? 4. How does the PD ensure that health and safety is an integral consideration of the projects design process? 5. Does the PD differentiate between the roles of the PD and ‘lead designer’?  |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **2** | **Determine how the PD assists the client for the purposes of developing PCI and assesses its adequacy.** |
| KPI  a  b  c | PD Influences the client to provide information  Quality of PCI gap analysis  PCI enables effective hazard analysis to generate options |
| 1. How does the PD ensure that the client understands: the health and safety implications of their project; the influence they have on the project; and the requirement to supply the PD with the information the client may have available at the start? 2. Is the PD role described in the client Brief? 3. What documentation will the PD expect to see from the client? Eg relevant H&S Files, asbestos management registers, details of underground and overground services etc. 4. How does the PD manage the challenge role to ensure that very early selection and option decisions take into account health and safety risks, eg adjacent uses, public footpaths etc, also of defining the purpose of the intended asset at the earliest possible stage. 5. How will the PD carry out the necessary gap analysis on the PCI as the project progresses through the concept stage. 6. Does the PD understand the responsibility to commission new surveys, site investigations etc, as indicated by the gap analysis, which may require a variation to scope.  |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **3** | **Determine how the PD demonstrates that they have the SKE or organisational capability to accept**  **the PD role and assess its adequacy.** |
| KPI  a  b  c | PD has design qualifications  PD has safety & health experience  PD has coordination experience & organisational backup |
| 1. Does the PD have the resources and competencies to exercise control over the pre-construction phase 2. Does the PD understand the oversight role of the PD to other designers, and how this should be fulfilled? 3. Does the PD understand the joint roles of PC and PD and how co-ordination should be carried out? 4. Does the PD have a detailed knowledge of the general principles of prevention 5. What arrangements does the PD have for project review, and lessons learned being transferred from   one project to the next?   |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **4** | **Determine whether content and provision of PCI for all appointed designers and contractors, or those being considered for appointment, is adequate, prompt and in a convenient form.** |
| KPI  a  b  c | Requisite information supplied to sub-designers, including temporary works designers  PD has quality assurance process for PCI  The PCI provided is relevant, sufficiently detailed, proportionate to risk and timely |
| 1. Does the PD understand the importance of providing the relevant parts of PCI and risk information to **all**   designers and sub-designers on the project. How will PCI content be signed off.   1. How will PCI be completed and passed on to contractors - is there a checklist to ensure all the   necessary information is included   |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **5** | **Determine the adequacy of the PD’s mechanisms through which they ensure all dutyholders co-**  **operate and co-ordinate matters relating to health and safety in the pre-construction phase.** |
| KPI  a  b  c | Early contractor involvement  Issues raised at reviews are considered/resolved  Continued client involvement |
| 1. What mechanisms does the PD have to ensure the client, any advisers, and other parties involved in   the pre-construction phase are able to contribute information, and raise concerns about risks.   1. How does the PD work with the client in terms of progress updates, managing variations, changes to   scope and raising risks / concerns   |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **6** | **Determine whether the PD has an effective process for ensuring designers comply with their duties.** |
| KPI  a  b  c | Evidence that risks are mitigated through design  PD is questions sub designers including temporary works designers  There is effective management of design changes |
| 1. What process does the PD have to ensure that risk elimination, reduction, and control through subsequent design is being followed out. Are RAG lists used? 2. How does the PD ensure independent scrutiny and challenge of others’ designs, where this may be necessary, in the event that they may not have the specific expertise 3. How does the PD manage design changes, and ensure all designers are kept informed of relevant updates 4. How are risks identified, controlled and information on key risks widely disseminated through a common data environment i.e. risk central register. 5. How does the PD ensure practical risk reduction: Health issues: dust; msd; asbestos Safety issues: wah; logistical/transport; lifting  |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **7** | **Assess the mechanisms for liaison between the PD and PC, and determine whether the**  **information exchange is effective so that the PC has the right information at the right time, to**  **enable effective planning of the construction phase (CPP).** |
| KPI  a  b  c | There is evidence of a PD/PC handover process  The PD has identified the need for the PC to have the right information at the right time for the right activity  There are effective temporary works arrangements |
| 1. What arrangements does the PD have to ensure the PC is involved in design review meetings. How are notes of these meetings maintained and disseminated? 2. What expectation does the PD have that they will be kept involved in site meetings during the construction phase? 3. Are BIM tools and processes such as 4D visualisations used at this stage  |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **8** | **Assess how the health and safety implications of late design changes are managed through the**  **liaison arrangements between the PD and PC.** |
| KPI  a  b  c | Late changes are minimised  Effective communications between all parties  Evidence that value engineering does not affect safe design |
| 1. How are requests for design changes from the PC managed by the PD 2. How does the PD manage comments, queries and complaints from the PC 3. What is the PD expectation of their role in helping the PC develop and review the CPP  |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |
| **9** | **Assess whether the PD has an effective process for the preparation, revision, updating and**  **handover of the health and safety file.** |
| KPI  a  b  c | PD assembles quality information for H&S file  PD has arrangements for coordination with PC for H&S file  H&S file standard |
| 1. How does the PD identify information necessary for the H&S file 2. How will the PD work with the PC to ensure the information for the H&S file is captured in the construction phase 3. What is the PD‘s role in the handover and commissioning process, in terms of ensuring the H&S File is useful and understood by the end users 4. Should the PD complete their role prior to the project being completed, how will the H&S File be handed to the PC.  |  |  | | --- | --- | | Objective | | | Met |  | | Partly met |  | | Not met |  | | |

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| **10** | **Where does the organisation see itself on the “Hulland PD Development Scale”** |
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| **Additional comments** |
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| **Final comments and recommendations** |
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