

CLIENT CDM DUTIES — BRIEF AND ACKNOWLEDGEMENT

CDM 2015 — MANAGEMENT

What the client must do on this project, in plain English — and the signed record that they know it

KD-CDM-CD-007 Rev A0

Reg 15(1): "A contractor must not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations." This document is how a contractor becomes — and stays — satisfied: the client reads the brief, signs the acknowledgement, and the contractor keeps it. The signature records awareness. It transfers nothing: every client duty below stays the client's.

1 THE PROJECT AND THE PARTIES

PROJECT

SITE ADDRESS

CLIENT

CONTRACTOR PROVIDING THIS BRIEF

2 YOUR DUTIES AS CLIENT, IN PLAIN ENGLISH

These come from the Construction (Design and Management) Regulations 2015, Part 2. They apply to every commercial client, whatever the size of the job.

- Make suitable arrangements for managing the project — enough TIME and RESOURCES for the work to be done safely, welfare in place from day one, and the arrangements reviewed as the job runs (reg 4(1)-(3)). reg 4
- Provide pre-construction information — asbestos surveys, drawings, known hazards — as soon as practicable to every designer and contractor appointed OR being considered (reg 4(4)). reg 4(4)
- Where more than one contractor will — or is reasonably foreseeable to — work on the project at any time: appoint a principal designer and a principal contractor IN WRITING, before the construction phase begins (reg 5(1)). If you do not appoint, you carry those duties yourself (reg 5(3)-(4)). reg 5
- Ensure the construction phase plan is drawn up before work starts (reg 4(5)) — the contractor (or principal contractor) writes it; you must ensure it exists. reg 4(5)
- Where a principal designer is required, ensure the health and safety file is prepared (reg 4(5)(b)); receive it at handover (reg 12(10)); and if you dispose of the building, pass the file to the buyer with an explanation of what it is (reg 4(7)). reg 4(5)(b)
- Keep taking reasonable steps through the job to ensure the principal designer complies with their duties (regs 11-12) and the principal contractor with theirs (regs 12-14) — appointing is not the end of your involvement. The same reasonable-steps test applies to the skills, knowledge and experience of anyone you appoint (reg 8). reg 4(6)
- Notify HSE (form F10) before work starts if the project exceeds 30 working days with more than 20 workers at once, or 500 person-days — and ensure the notice is displayed on site (reg 6). reg 6

Domestic clients: if the work is on your own home (not connected with a business), these duties pass automatically to the contractor — or the principal contractor where there is more than one — and you need do nothing more (reg 7). This acknowledgement is for COMMERCIAL clients, who carry the duties personally. The domestic notice and reg 7 agreement is KD-CDM-DC-012.

3 ACKNOWLEDGEMENT — SIGNED BY THE CLIENT

I have read the brief above and I am aware of the duties I owe as client under CDM 2015 on this project. I understand this signature records my awareness of those duties and does not transfer any of them to the contractor, nor any contractor duty to me.

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

4 RETAINED BY THE CONTRACTOR

Kept with the project records as the contractor's reg 15(1) evidence. If the client declines to sign, record the briefing anyway — who was briefed, how and when — because it is the being-satisfied that the regulation requires, and a contractor who cannot show it should not have started.

FILED BY

FILED WHERE

DATE

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-31	first-issue	First issue.	— not yet approved —
D1	2026-08-31	material	Actions the internal H&S director review. The reg 4(6) duty added — the client takes reasonable steps through the job to ensure the principal designer and principal contractor comply — with the reg 8 reasonable-steps test alongside; the health and safety file item corrected: conditional on a principal designer being required (reg 4(5)(b)), received at handover (reg 12(10)), passed on disposal (reg 4(7)); reg 5(1)'s reasonably-foreseeable limb restored; cross-reference to KD-CDM-DC-012; footer scope statement now this document's own.	— not yet approved —
A0	2026-08-31	review	Approved for issue by the author. Content unchanged from the reviewed draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.