

DESIGNER'S DUTIES CHECKLIST

CDM 2015 — DESIGN

For small design practices and design-and-build subcontractors — each duty, and the evidence held

KD-CDM-DD-015 Rev A0

This is a CDM 2015 health and safety document. Designing so that the building work meets the building regulations is a separate duty, in England under Part 2A of the Building Regulations 2010 (regs 11J and 11K for designers): a designer's own Part 2A duties are checked on KD-CDM-DD-015 section 5, its competence declaration is KD-BR-CS-002, and the Part 2A appointments are KD-BR-AP-001. CDM 2015 applies in Great Britain; Northern Ireland has its own construction design and management regulations.

For small design practices and design-and-build subcontractors. Anyone who, in the course or furtherance of a business, prepares or modifies a design, or arranges for or instructs someone under their control to do so, is a designer under CDM 2015 (reg 2) — a contractor that designs its own package included. Each line below is a duty in the regulations, with the evidence the designer holds for this project. The appointing party's competence check is KD-CDM-SK-008; the CDM appointments are KD-CDM-AP-006; the design risk register is KD-CDM-DR-013 and the information sheet KD-CDM-DI-014.

1 THE DESIGNER AND THE PROJECT

DESIGNER	PROJECT	CLIENT	
ROLE ON THE PROJECT	DESIGN STAGE	COMPLETED BY	DATE

☐ This designer is also the principal designer on this project — complete section 4

☐ This designer also carries out building work on this project (design-and-build) — complete section 5B

2 COMPETENCE AND GENERAL DUTIES — REG 8

☐ We have the skills, knowledge and experience — and, as an organisation, the organisational capability — to fulfil our role on this project in a manner that secures the health and safety of anyone affected by it reg 8(1)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

☐ We did not accept this appointment without meeting reg 8(1) reg 8(2)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

☐ Where we appoint a designer or contractor (a sub-consultant, a specialist), we took reasonable steps to be satisfied it meets reg 8(1) reg 8(3)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

☐ We cooperate with others working on or in relation to the project, or at an adjoining site, to the extent they need to fulfil their duties reg 8(4)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

☐ Working under another's control, we report to that person anything we are aware of that is likely to endanger anyone's health or safety reg 8(5)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

☐ The information and instruction we give is comprehensible and provided as soon as is practicable reg 8(6)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

3 DESIGNER'S DUTIES — REG 9

☐ Before starting work on the project we were satisfied the client is aware of its duties under CDM 2015 reg 9(1)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

☐ When preparing or modifying the design we took into account the general principles of prevention (MHSWR 1999 Schedule 1) and the pre-construction information, to eliminate foreseeable risks so far as reasonably practicable reg 9(2)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE
---------------	------------------	------------

DESIGNER'S DUTIES CHECKLIST

continued

CDM 2015 — DESIGN

KD-CDM-DD-015 Rev A0

☐ We considered risks to people carrying out or affected by construction work, maintaining or cleaning the structure, and using it where it is designed as a workplace reg 9(2)(a)-(c)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ Where a risk could not be eliminated, we took steps to reduce it or, if that was not possible, control it through the subsequent design process reg 9(3)(a)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We provided information about those risks to the principal designer reg 9(3)(b)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We ensured appropriate information is included in the health and safety file reg 9(3)(c)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ With each design issue we took all reasonable steps to provide sufficient information about the design, construction or maintenance of the structure to assist the client, other designers and contractors reg 9(4)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ Where a design is prepared or modified outside Great Britain for use in construction work here, the person who commissions it — if established in Great Britain — ensures reg 9 is complied with; if not, the client does (not a domestic client) reg 10

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

4 WHERE THE DESIGNER IS ALSO PRINCIPAL DESIGNER — REGS 11 AND 12

Where there is, or it is reasonably foreseeable there will be, more than one contractor, the client appoints a designer with control over the pre-construction phase as principal designer, in writing (reg 5(1)(a)) — KD-CDM-AP-006. Complete this section only if that is you.

☐ We plan, manage and monitor the pre-construction phase and coordinate health and safety matters during it, to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety reg 11(1)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We take into account the general principles of prevention — and the construction phase plan and health and safety file where relevant — when design, technical and organisational aspects are decided and work durations estimated reg 11(2)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We identify and eliminate or control, so far as reasonably practicable, foreseeable risks reg 11(3)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We ensure all designers comply with their reg 9 duties reg 11(4)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We ensure everyone working in the pre-construction phase cooperates with the client, the principal designer and each other reg 11(5)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We assist the client with the pre-construction information and, so far as it is within our control, provide it promptly and in a convenient form to every designer and contractor appointed or being considered reg 11(6)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

DESIGNER'S DUTIES CHECKLIST

continued

CDM 2015 — DESIGN

KD-CDM-DD-015 Rev A0

☐ We liaise with the principal contractor for the duration of our appointment and share information relevant to the construction phase reg 11(7)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We assist the principal contractor with the construction phase plan by providing the information we hold, including the pre-construction information and designers' reg 9(3)(b) information reg 12(3)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We prepare the health and safety file during the pre-construction phase, and review, update and revise it to take account of the work and changes reg 12(5), (6)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We pass the file to the principal contractor if our appointment ends before the project does, or to the client at the end of the project reg 12(8), (10)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

5 PART 2A — THE DESIGNER'S OWN BUILDING REGULATIONS DUTIES (ENGLAND)

This section is not CDM 2015. In England, Part 2A of the Building Regulations 2010 puts its own duties on every designer and contractor, about the building work meeting the building regulations. Complete 5A for design work, and 5B as well if you also carry out building work. Higher-risk building work carries further duties — see the KD-BSA family.

5A — design work

☐ Before starting design work we were satisfied the client is aware of its duties for the building work under all relevant requirements reg 11K(1)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We have the skills, knowledge, experience and behaviours — or, as an organisation, the organisational capability — for this design work and our duties as a designer reg 11F(1), (2)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We take all reasonable steps to ensure our design work, and that of the workers under our control, is planned, managed and monitored so that the building work, if built to the design, would comply with all relevant requirements reg 11J(2)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ When carrying out design work we take all reasonable steps so that the building work, if built in accordance with the design, would comply with all relevant requirements reg 11K(2)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We cooperate with the client, designers and contractors, including the principal designer and principal contractor, to the extent necessary for the design to comply reg 11J(4)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ In providing the design we take all reasonable steps to provide sufficient information about the design, construction and maintenance of the building to assist the client, other designers and contractors to comply reg 11K(3)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ Designing only part of the building work, we consider other design work directly related to it and report compliance concerns to the principal designer reg 11K(4)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

DESIGNER'S DUTIES CHECKLIST

continued

CDM 2015 — DESIGN

KD-CDM-DD-015 Rev A0

☐ If asked, we advise the principal designer or the client whether work our design relates to is higher-risk building work reg 11K(5)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ If we stop meeting the competence requirements, we notify as reg 11I requires reg 11I

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

5B — if you also carry out building work (design-and-build)

☐ Before starting building work we were satisfied the client is aware of its duties under all relevant requirements reg 11L(1)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ The building work we carry out, and that of the workers under our control, is planned, managed and monitored so that it complies with all relevant requirements, and it does comply reg 11J(1), 11L(2)(a)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We give each worker under our control appropriate supervision, instructions and information so that the building work complies reg 11L(2)(b)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ We cooperate with the client, designers and contractors, and take all reasonable steps to provide sufficient information about the work to help them comply reg 11J(3), 11L(3)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

☐ Carrying out only part of the building work, we consider directly related work and report compliance concerns to the principal contractor; if asked, we advise the principal contractor or the client whether work is higher-risk building work reg 11L(4), (5)

EVIDENCE HELD	REFERENCE / DATE	HELD WHERE

6 GAPS AND ACTIONS

LINE	GAP FOUND	ACTION	OWNER	DUE	CLOSED

7 COMPLETED BY — FOR THE DESIGNER

This checklist records the evidence the designer held on the date shown for the project named in section 1 (CDM 2015 regs 8 to 10, regs 11 and 12 where section 4 is completed, and Building Regulations 2010 Part 2A where section 5 is completed). Ticking a line discharges no duty; the evidence behind it does the work.

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE

DESIGNER'S DUTIES CHECKLIST

continued

CDM 2015 — DESIGN

KD-CDM-DD-015 Rev A0

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	2026-09-12	first-issue	First issue.	— not yet approved —
A0	2026-09-12	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.