

DUTY-HOLDER APPOINTMENTS

CDM 2015 — MANAGEMENT

The client's written appointment of the principal designer and principal contractor — with acceptance and the reg 8 check KD-CDM-AP-006 Rev A0

Where more than one contractor is, or is reasonably foreseeable to be, working on the project, the client must appoint in writing a principal designer and a principal contractor, as soon as practicable and before the construction phase begins (reg 5(1)). If the client does not appoint, the client carries the missing dutyholder's duties personally (reg 5(3)-(4)). Before appointing, the client takes reasonable steps to be satisfied the appointee has the skills, knowledge, experience and organisational capability for the work (reg 8). On a project for a domestic client this form is not the tool: reg 7 assigns the duties by default — see KD-CDM-DC-012.

1 THE PROJECT

PROJECT	SITE ADDRESS
CLIENT	CONSTRUCTION PHASE PLANNED

2 APPOINTMENT — PRINCIPAL DESIGNER

APPOINTED ORGANISATION / PERSON	APPOINTMENT RUNS FROM	TO

REG 8 — WHY THE CLIENT IS SATISFIED

Acceptance: I accept appointment as principal designer and will plan, manage, monitor and coordinate the pre-construction phase, and prepare the health and safety file (regs 11 and 12(5)) — together with all other duties of the principal designer under CDM 2015.

ACCEPTED BY (NAME)	SIGNATURE	DATE

3 APPOINTMENT — PRINCIPAL CONTRACTOR

APPOINTED CONTRACTOR	APPOINTMENT RUNS FROM	TO

REG 8 — WHY THE CLIENT IS SATISFIED

Acceptance: I accept appointment as principal contractor and will plan, manage, monitor and coordinate the construction phase (reg 13), draw up the construction phase plan before the site is set up (reg 12(1)), and provide the health and safety file information reg 12(7) requires — together with all other duties of the principal contractor under CDM 2015.

ACCEPTED BY (NAME)	SIGNATURE	DATE

4 MADE BY THE CLIENT

These appointments are made in writing under reg 5(1). The client's own duties under reg 4 — suitable arrangements, time and resources, pre-construction information, ensuring the plan and the file exist — remain the client's and are not transferred by appointing.

PRINTED NAME	ROLE	COMPANY	SIGNATURE	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 principal designer field states the reg 5(1)(a) condition — a designer with control over the pre-construction phase — so the form cannot faithfully record an unlawful appointment; both acceptance declarations gain the catch-all "together with all other duties under CDM 2015" so a signed acceptance cannot be argued as a narrower agreed scope; note directs domestic-client projects 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.