

CDM 2015 — MANAGEMENT

KD-CDM-HF-004 Rev A0

1 THE PROJECT THIS FILE BELONGS TO

PROJECT	ADDRESS OF THE STRUCTURE
PRINCIPAL DESIGNER (PREPARES THE FILE)	PRINCIPAL CONTRACTOR (FEEDS THE FILE)
FILE HELD BY / FORMAT	HANDED TO CLIENT (DATE)

Tick as each item goes in; N/A what genuinely does not apply to this structure. Every entry states where the information is, not just that it exists.

INFORMATION	IN FILE (REF / LOCATION)	PROVIDED BY	DATE
SAMPLE			

The hazards this project leaves behind for someone else to meet: fragile surfaces, buried or concealed services, materials in the fabric, access limitations, loads that must not be exceeded. Write them as warnings, with locations.

[illegible]

DATE	REVIEWED / UPDATED BY	WHAT WAS ADDED OR REVISED (REG 12(6))

Handover: the file passes to the client at the end of the project (reg 12(10)). The client keeps it available for any future project and, if the structure is disposed of, passes it to the new owner with an explanation of what it is.

HANDED OVER BY — PRINTED NAME	ROLE	SIGNATURE	RECEIVED FOR THE CLIENT	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	Review actions — the client's receipt field now carries the type-to-sign formula so the reg 12(10) handover is signed both ways; 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.