

HRB CHANGE CONTROL LOG

Every controlled change, with each particular reg 19(2) requires — kept by the principal contractor

REGISTER — PRINCIPAL CONTRACTOR

KD-BSA-CC-001 Rev A0

Building (Higher-Risk Buildings Procedures) (England) Regulations 2023 reg 19(1): the principal contractor (or sole contractor) creates and maintains the change control log. Reg 18(2): before any controlled change is carried out, the client must ensure it is recorded here and that a revised version of every agreed document it affects is produced. Reg 31(7): the client puts a copy of each record in the golden thread facility as soon as practicable, with a note if the change is not carried out. Reg 40(2)(e): a copy of this log, updated to show every change, goes with the completion certificate application. The assessment behind each line is KD-BSA-CA-002; temporary works change control is KD-TW-CC-006, a different process; a change of dutyholder on work that is not higher-risk building work is KD-BR-CH-005.

1 THE PROJECT

PROJECT REF	BUILDING AND ADDRESS	BSR APPLICATION REF	CLIENT	LOG KEPT BY (PRINCIPAL CONTRACTOR)
PRINCIPAL DESIGNER	LOG STARTED	LOG SHEET NO. / DATE	GOLDEN THREAD FACILITY — WHERE COPIES GO	

2 WHAT GOES IN THE LOG, AND THE CLASSIFICATION KEY

A CONTROLLED CHANGE (reg 18(1)) is any proposed change to the current plans or carrying out work other than in accordance with them; any change to a stage of the work, including adding or removing a stage; or any change to the strategies, policies or procedures in a current agreed document. Every controlled change gets a line, whatever its class. Changes of client, principal contractor or principal designer are also recorded here (reg 27(2)(b)(i), 29(7)(a)) — section 4.

R — RECORDABLE: a controlled change that is neither major nor notifiable (reg 2(1)). It includes the change from one construction product or building element to another within the same design specification, where an agreed document specifies a product or element in a specified class (reg 26(2)). Record it and revise the agreed documents before it is carried out.

N — NOTIFIABLE: on the reg 26(1) list of notifiable changes, or specified by the regulator by notice (reg 25). The client notifies the regulator (reg 20); the change must not be carried out, and the related work must not start, until the notification has been made (reg 18(4)).

M — MAJOR: on the reg 26(1) list of major changes, or specified by the regulator by notice (reg 25). The client makes a change control application (reg 21); the change must not be carried out, and the related work must not start, until the application is granted (reg 18(6)). Both lists are printed in full on KD-BSA-CA-002. Related major and notifiable changes may go in one application; unrelated changes must not (reg 18(7) to (9)).

Column (g) is the compliance explanation reg 19(2)(g) requires: (i) how the work will, after the change, comply with all applicable building regulations; (ii) how the strategies, policies and procedures in the agreed documents will, after the change, meet regs 18, 19, 20, 21 and 26 to 29, regs 31, 38 and 39, regs 32 to 37 and Part 2A of the Building Regulations 2010. Where it will not fit the cell, the completed KD-BSA-CA-002 for the change is filed as part of the entry. The change control log is this register together with every KD-BSA-CA-002 it refers to: copy and submit them together.

3 CONTROLLED CHANGES — ONE LINE PER CHANGE; COLUMNS (A) TO (G) ARE THE REG 19(2) PARTICULARS

NO.	DATE	(A) BY	(B) CHANGE	(C) REASONS	(D) CLASS	(E) ADVICE	(F) AGREED DOCS	(G)(I) REGS	(G)(II) PROCS	BSR REF	OUTCOME	BUILT?	GT COPY

continued

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4 CHANGES OF CLIENT, PRINCIPAL CONTRACTOR OR PRINCIPAL DESIGNER

HRB CHANGE CONTROL LOG

continued

REGISTER — PRINCIPAL CONTRACTOR

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DATE	CHANGE	OUTGOING	INCOMING (APPOINTED)	NOTICE TO REGULATOR	OUTGOING STATEMENT	CCP REVISED

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.