

SCHEDULE — PROJECT FILE

KD-HO-OM-003 Rev A0

1 THE MANUAL

PROJECT REF	BUILDING / SITE	DATE	COMPILED BY
FORMAT	VOLUMES	DUE TO THE CLIENT	H&S FILE REF

SECTION	WHAT IT MUST HOLD	SUPPLIED BY	DUE	REC'D	REVIEWED	FILED
SAMPLE						

Every subcontractor's section reviewed against the schedule above; a section marked "to follow" has a date and a name against it

As-built drawings are as built — the site changes, the co-ordination changes and the final routes are on them, not the tender set with a new title

Commissioning results are the signed result sheets, not blank pro-formas; each system in KD-HO-CM-006 and KD-HO-CE-005 has its results in section 5 of the manual

Certificates are the originals or true copies, listed on KD-HO-WR-010 and filed in section 6 in the same order

Maintenance schedules state the task, the frequency, who is competent to do it and the servicing that keeps each warranty valid

Isolation points, valve charts and emergency shutdown procedures written for someone who has never been in the plant room

Building user guide (KD-HO-BU-004) written from the manual and consistent with it

The manual reviewed by the designer or the services engineer where the contract requires it, and their comments closed

Nothing in the manual belongs in the health and safety file only — residual hazards are in the file, and the manual points to it

Digital copy indexed and searchable; hard copies bound and labelled; both lodged where section 1 says

REVIEWED BY (DESIGNER / ENGINEER) ISSUED TO THE CLIENT ON RECEIPT

5 SIGNATURES

Compiled by:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Checked by (contracts manager / services manager):

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	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.