

SITE INDUCTION RECORD

CDM 2015 — MANAGEMENT

The per-person record that the site induction actually happened, and covered what it should

KD-CDM-IN-009 Rev A0

A suitable site induction is site-specific by definition — the rules, risks and escape routes of THIS site. A generic video is not an induction. The principal contractor must ensure it is provided (reg 13(4)(a)); on a job with no PC the contractor provides it (reg 15(9)(a)). This record evidences who was inducted, by whom, and what it covered.

1 THE PERSON INDUCTED

NAME	COMPANY	TRADE / ROLE
COMPETENCE CARD AND NUMBER	EMERGENCY CONTACT	

2 THE INDUCTION COVERED

Site rules — and where they are displayed	First aid: who and where; how to report accidents and near misses
Site layout: access, welfare, storage, exclusion zones	Which work here needs a permit, and RAMS briefing before starting
The significant risks on this site and the current works around them	PPE required beyond the site minimum for their task
Fire and emergency: alarm, routes, assembly point	Who the site manager is, and how to raise a concern — and that raising one is expected

SITE-SPECIFIC POINTS COVERED

3 SIGNATURES

Inductee: I received the induction above, understood it, and will comply with the site rules. Inductor: I delivered the induction above to this person today.

INDUCTEE — PRINTED NAME	SIGNATURE	INDUCTED BY	SIGNATURE	DATE

4 INDUCTION REGISTER — THIS SITE

One line per person, kept with the site records; the signed page above (or its copy) sits behind it.

NAME	COMPANY	TRADE	INDUCTED	BY

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 action — footer scope statement now this document's own; content unchanged.	— 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.