

SUBCONTRACTOR PRE-START MEETING RECORD

The meeting before a trade starts — interfaces, permits, access, what is expected

FORM — SITE FILE

KD-SITE-PS-009 Rev A0

The meeting before a trade starts. It exists so that the first day is not spent finding out what the site needs: the RAMS status, the permits, the access, the interfaces, the welfare, the waste. CDM 2015 reg 8(4) and reg 15: cooperation and coordination are duties, and this is where they are organised.

1 THE MEETING

PROJECT / SITE REF	SITE	DATE	CONTRACTOR	CHAIRD BY

2 AGENDA — TICK AS COVERED, NOTE THE OUTCOME

- Scope and programme: what, where, start and finish dates, the sequence with other trades
- RAMS: submitted / reviewed / accepted; revisions needed; briefing arrangements
- Permits this work needs and who issues them; isolations; lifting plans; temporary works
- Access, storage, deliveries and the traffic plan; hoists and cranes; working hours
- Site rules, induction of the gang, PPE, welfare, first aid, emergency arrangements
- Interfaces: who is working above, below and alongside; protection of finished work; occupiers and the public
- Quality: hold points, inspection and test, samples, benchmarks
- Waste, COSHH, dust, noise and environmental controls
- Competence: supervisor named, tickets checked, new starters and young persons identified

3 ACTIONS AGREED — CARRIED TO THE SITE ACTION REGISTER (KD-INS-AR-019)

NO.	ACTION	OWNER	BY (DATE)	DONE

4 SIGNATURES

Principal contractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Contractor:

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	2026-09-01	first-issue	First issue.	— not yet approved —
A0	2026-09-01	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.