

SUBCONTRACTOR SELECTION AND CONTROL ARRANGEMENTS

ARRANGEMENT — EMPLOYER FILE

How subcontractors are chosen, what is checked before they start, and how they are managed on the job

KD-HSA-SC-005 Rev A0

CDM 2015 reg 8(3): nobody appoints a contractor without taking reasonable steps to satisfy themselves that the contractor has the skills, knowledge, experience and organisational capability for the work; reg 15 gives every contractor its own duties for its own work; the Employers' Liability (Compulsory Insurance) Act 1969 requires the cover every employer must hold. The assessor asks how subcontractors are selected, what is checked before they start and how they are managed on the job — and whether the same standard is applied to the labour-only gang as to the specialist package. The competence judgement is KD-CDM-SK-008, the insurance schedule KD-SITE-CC-010, the pre-start KD-SITE-PS-009, the RAMS review KD-SITE-RR-007.

1 THE EMPLOYER

EMPLOYER / BUSINESS	RESPONSIBLE PERSON	DATE	REVIEW BY

2 HOW THIS BUSINESS DOES IT

BEFORE APPOINTMENT — WHAT IS CHECKED AND BY WHOM

BEFORE THEY START ON SITE

WHILE THEY ARE ON SITE

WHEN A SUBCONTRACTOR FALLS SHORT

THE APPROVED LIST

3 RECORDS THAT EVIDENCE THIS ARRANGEMENT

Tick what is held. Where the record does not exist yet, the tick is the action.

- ☐ Competence assessment for each subcontractor appointed — KD-CDM-SK-008
- ☐ Insurance and accreditation schedule with expiry dates — KD-SITE-CC-010
- ☐ Pre-start meeting records — KD-SITE-PS-009
- ☐ RAMS review and acceptance forms — KD-SITE-RR-007
- ☐ Observation cards and site instructions issued to subcontractors — KD-SITE-SO-011, KD-SITE-SN-012
- ☐ The approved subcontractor list with the date each was last reviewed

WHERE THE RECORDS ARE HELD	KEPT BY	KEPT FOR

4 ADOPTION

By signing, the director adopts this arrangement as the way this business works and undertakes that the records it names are kept.

Adopted by the director:

PRINTED NAME	POSITION	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.