

SUBCONTRACTOR START-UP PACK ISSUE RECORD

FORM — OFFICE FILE

What was issued to the subcontractor before it started, and its acknowledgement

KD-SUB-SP-006 Rev A0

What the subcontractor was given before it started, and its acknowledgement. CDM 2015 reg 15: a contractor complies with the parts of the construction phase plan relevant to its work — which carry the site rules — and with the principal contractor's directions (reg 15(3)); it cannot do either unless it has them. This record lists what was issued — the plan extract, the site rules, the induction arrangements, the permit system, the emergency and traffic plans — with the revision and the date, and carries the subcontractor's signature that it received them and will brief its people. The pre-start meeting (KD-SITE-PS-009) is where the pack is talked through; this is the receipt. The health and safety conditions themselves are KD-SUB-HS-002.

1 THE ISSUE

PROJECT / SITE REF	SITE	DATE	ISSUED BY
SUBCONTRACTOR	ORDER NO.	PACKAGE	START ON SITE
ISSUED TO	HOW ISSUED	CONSTRUCTION PHASE PLAN REV	SITE RULES REV

2 CONTENTS OF THE PACK — ENTER THE REFERENCE AND REVISION ISSUED, OR "N.A." WITH THE REASON

CONSTRUCTION PHASE PLAN — THE EXTRACT RELEVANT TO THIS PACKAGE	REF / REV / DATE	ISSUED?	NOTE
SITE RULES — DISPLAY EDITION	REF / REV / DATE	ISSUED?	NOTE
HEALTH AND SAFETY CONDITIONS OF SUBCONTRACT — SIGNED COPY	REF / REV / DATE	ISSUED?	NOTE
SITE INDUCTION ARRANGEMENTS	REF / REV / DATE	ISSUED?	NOTE
PERMIT-TO-WORK SYSTEM	REF / REV / DATE	ISSUED?	NOTE
EMERGENCY PLAN	REF / REV / DATE	ISSUED?	NOTE
TRAFFIC MANAGEMENT PLAN	REF / REV / DATE	ISSUED?	NOTE
SITE LAYOUT	REF / REV / DATE	ISSUED?	NOTE
WORKING HOURS AND NEIGHBOUR CONSTRAINTS	REF / REV / DATE	ISSUED?	NOTE
RAMS SUBMISSION REQUIREMENTS	REF / REV / DATE	ISSUED?	NOTE
PROGRAMME EXTRACT	REF / REV / DATE	ISSUED?	NOTE
DRAWINGS AND SPECIFICATION ISSUE	REF / REV / DATE	ISSUED?	NOTE
CONTACTS	REF / REV / DATE	ISSUED?	NOTE
OTHER	REF / REV / DATE	ISSUED?	NOTE

3 ACKNOWLEDGEMENT BY THE SUBCONTRACTOR

We confirm receipt of the documents listed in section 2 at the revisions stated. We will brief them to every person we send to this site before they start work, hold them on site with our supervisor, work to them, and tell the principal contractor before the work starts of any part we cannot comply with. We understand that a revised document issued under section 4 replaces the one it revises from the date of issue.

SUBCONTRACTOR START-UP PACK ISSUE RECORD

continued

FORM — OFFICE FILE

KD-SUB-SP-006 Rev A0

BRIEFED TO OUR PEOPLE ON	BRIEFED BY	PACK HELD ON SITE BY	ANYTHING WE CANNOT COMPLY WITH
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4 SIGNATURES

Issued for the principal contractor:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME
Received and acknowledged for the subcontractor:					
PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

5 RE-ISSUE ON REVISION — ONE LINE PER REVISED DOCUMENT

DATE	DOCUMENT REVISED	NEW REV	WHAT CHANGED	ISSUED TO	ACKNOWLEDGED (DATE)

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.