



Document Title:	Standard Operating Procedure for Site Set Up and Maintenance		
Document Reference No:	BDL SOP – 002		
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Revision Number:	1		
Approved by:	Name	M. Degnan	Signature 
Site File Checklist			
☐ F10/ Section 81 ☐ Demolition Phase Plan. (Principle Contractor) ☐ Service disconnections and Service Drawings (Gas, Electric, Water, BT/Openreach) ☐ Environmental Surveys, Bat, Ground, Topo, Water Table Level, Drainage. ☐ R&D Asbestos Survey ☐ Accident Report Form, Accident Book. ☐ RAMs including Emergency Plan and First Aid Arrangements, ☐ Fire Risk Assessment. ☐ Site Plan and Traffic Management Plan. ☐ Plant & Equipment Certs, PAT Tests, inc: Welfare. ☐ Provision of PPE. Signs. ☐ Accreditations, Insurances, Memberships, Standpipe Licence ☐ Training Records ☐ Temporary Works Register ☐ Sub-Contractors RAMS and Training Records ☐ Exposure Records (HAVS, Asbestos)			
Daily Checks			
☐ Sign In and Out Daily Register. ☐ Daily Task Briefing, Daily Permits. ☐ HAVS, Noise Assessment, Vibration Monitoring, Half Mask Exposure recorded ☐ Plant, Attachments & Equipment & Inspections ☐ Daily Logs/Diary. ☐ Temporary Works, Edge protection, Including Heras Fencing. ☐ Supervisor Checklist ☐ Amendments/ Task Method Statements/ Risk Assessments ☐ Variations, Signed Confirmation sheets. ☐ Waste Transfer Notes ☐ PPE Issue Record and Checks			
Weekly Checks			
☐ Harness Inspection ☐ Scaffolding Inspection ☐ Aluminium Tower Inspection ☐ Toolbox Talks ☐ Time Sheets ☐ Welfare Facilities. ☐ Weekly Progress.			

