SITE MASTER FILING SYSTEM

All filing is retained on site, generally in the Quantity Surveyors office, unless otherwise agreed. The responsibility for maintaining a complete filing system lies with the Project QS.

General post-in procedure:

1. Post received, opened and date stamped by the site secretary (or designated person).
2. The post is then put into a day file and handed to the Project / Site Manager, who will read the post and allocate actions and copies to individuals on site.
3. The day file is then moved around to either designated individuals or the whole site team.
4. For ease of knowing who has seen the day file a staff record sheet should be appended to the cover of the day file, for the individuals signature.
5. The timing of the review of the day file may vary from site to site, but it recommended that the secretary has the day-file back by the end of the day for copying and distribution on the morning of the following day.
6. Individuals needing to carry out immediate actions should copy the correspondence **and replace it into the day file.**
7. Once the day file has been copied the post should be filed.

General filing procedure

1. The filing should be set up as per the attached **Master Filing Headings** (this can be added to if required).
2. Each file should have its unique code on the spine of the lever arch.
3. If the file has more than one section it should be divided and marked up as such.
4. The spine of each lever arch will have a label as per the attached examples. The label is produced from the 'Excel' programme entitled 'Labels' on the QS disk.
5. Each section has a different colour scheme for ease of reference (refer to 'Section Coding For File Spines').
6. The front of each 'Sub-Contractors' file contains a standard summary sheet (see attached).

Archiving

For the Archiving procedures please refer to MMS 048.

MASTER FILING HEADINGS

(UNLESS OTHERWISE STATED FILES ARE TO BE FOUND IN QS OFFICE)

SITE MASTER FILING LIST

The following details shall be used as a guide for filing and archiving purposes On each site:

FILE	DESCRIPTION
1.0	**Main Contract**
1.1	Tendering
1.1.1	Tender
1.1.2	Award
1.1.3	Contract Documents
1.2	**Pre-Contract**
1.2.1	Estimators Correspondence
1.2.2	Subcontractors quotes for tender
1.2.3	Suppliers quotes for tender
1.3	**External Applications**
1.3.1	Valuations (Final account only, with all necessary back-up)
1.3.2	Variation details
1.3.3	Costings
1.4	**Instructions**
1.4.1	Site instructions from Design Team
1.4.2	Architects instructions
1.4.3	Contract Administrators Instructions
1.4.4	Employers Instructions
1.4.5	Confirmation of verbal instruction
1.5	**Drawing Register and Issue Records**
1.5.1	Master Drawing Register
1.5.2	Drawing issue sheets to Design Teams and Sub-Contractors
1.5.3	Drawing received sheets and register from Design team
1.5.4	Drawing received sheets and register from Sub-Contractors
1.6	**Request for information / Technical Queries**
1.7	**Other Contractual matters**
1.7.1	Bonds
1.7.2	Warranties
1.7.3	Insurance's
1.8	**Method Statements to Employer/Design Team**
2.0	**Subcontractors**
2.1	Valuation/Payments
2.2	Daywork Sheets
2.3	Measures
2.4	Notice/Contra Charges
2.5	Pre-Contract up to and including Order
2.6	Correspondence
2.7	Site Instructors
2.8	Meeting Minutes
2.9	Programme
2.10	Miscellaneous

3.0 **Employer and Design Team**

3.1 Employer Correspondence
3.2 Architect/Contract Administrator
3.3 Structural Engineer
3.4 M&E Consultants
3.5 PQS
3.6 Project Manager/Employers Representative
3.7 Party Wall Matters
3.8 CDM Coordinator
3.9 McLaren Construction Architects Correspondence
3.10 McLaren Construction Structural Engineers Correspondence
3.11 McLaren Construction Building Services Engineer
3.12 McLaren Construction Building Control / Fire Strategy

4.0 **Minutes of Meetings**

4.1 Tender Handover/Pre-Contract Start (Internal)
4.1.1 Pre-Contract Start (Employer)
4.2 Monthly Progress Reports
4.3 Employers Site Meetings
4.4 Internal Site Team Meetings
4.5 Commercial Update Meetings
4.6.1 Design Development Meetings (Internal)
4.6.2 Design Development Meetings (External)
4.7 4 Weekly Safety Meetings

5.0 **Planning/Programming Progress**

5.1 Contract Programme
5.2 Target Programme
5.3 Short Term Progress
5.4 “As-built” Programmes
5.5 Information Procurement Schedules/Programme
5.6 Sub-contractor Procurement Schedule/Programme
5.7 Material Procurement Schedule

6.0 **Financial**

6.1 Monthly cost value reports including cost printout
6.2 Forecasts
6.3 Cash Receipts
6.4 Quarterly Cash Flow Reports

7.0 **Costs**

7.1 Purchase orders – Material & Plant, including delivery tickets
7.2 Material take-offs – for procurement
7.3 Supplier Cost / Correspondence
7.3.1 Cost Corrections
7.3.2 Invoice Queries
7.3.3 Supplier Corres (Material)
7.3.4 Supplier Corres (Plant)
7.4 Material Reconciliation(s)
7.4.1 Invoice Processing Sheets
7.4.2 Invoice in Dispute
7.4.3 Material Invoice
7.4.4 Prelim Invoice
7.5 Staff Invoices
7.6 Plant Invoices

8.0 **Records**

8.1 Labour Returns (directly employed)

8.2 Labour Allocations sheets including sub-contractors
8.3 Site Diary
8.4 Site progress/Record Photographs
8.5 Dilapidation Survey
8.6.1 Initial Site Level Survey
8.6.2 "As built" Level Surveys
8.6.3 Obstructions
8.6.4 Service Records
8.6.5 "As built" Records Drawings/Sketches
8.6.6 Site Information Sheets

9.0 Administration

9.1 Details of Master filing System (Site Specific Details)
9.2 Memo's
9.3 Correspondence register (Incoming and Outgoing)
9.4 Facsimiles Register (Incoming and Outgoing)
9.5 3rd Party Correspondence (Complaints, Insurance, Claims, etc)

10.0 Safety and Environmental

10.1 SHEQ Management Plan
10.2 Pre-Construction Information
10.3 Risk Assessments and Method Statements
10.4 COSHH Assessments
10.5 Site Induction records – Including operative Competency (CSCS / PASMA) & plant operators Authorisation (CPCS / IPAF).
10.6 Permits to Work
- 10.6.1 – Hot Works Permits
- 10.6.2 – Permits To Penetrate Ground
- 10.6.3 – Permit To Lift
- 10.6.4 – Permit To Access Roof
- 10.6.6 – Confined Space Permit
- 10.6.7 – Permit To Use a Ladder / Step Ladder
- 10.6.8 – General Permit to Work
- 10.6.9 – Permit to Use Mobile Tower
- 10.6.10 – Permit for Electrical Work
- 10.6.11 – Permit to Work in Ceiling Void
- 10.6.12 – Permit to Work Design Check/ Permit to Load/ Permit to Strike
- 10.6.13 – Permit to Demolish

10.7 Lifting Plan
10.8 Lifting equipment and Lifting Accessories register – Including Thorough Examination Certificates
10.9 Subcontractor Weekly LOLER Inspections – Filed by S/C
10.10 Subcontractor Weekly PUWER Inspections Filed by S/C
10.11 Inspection Reports/Registers
- 10.11.1 – Scaffold Inspection Report / Handover Certificates / Safety Net Certificates
- 10.11.2 – Excavations, Cofferdams & Caisson Inspection Report
- 10.11.5 – Perimeter Fencing / Hoarding Inspection Report
- 10.11.6 – On Site Safety Training Record
- 10.11.7 – Harness Inspection Register
- 10.11.8 – Mobile Scaffold Tower Inspection
- 10.11.9 – Portable Appliance Testing
- 10.11.10 – Welfare Daily Inspections

10.11.12 – HAVS

10.12 Site Health, Safety & Environmental Inspections
- 10.12.1 – McLaren Weekly Inspections
- 10.12.2 – McLaren 4 weekly Inspections
- 10.12.3 – Sub-contractor Health & Safety Inspection Reports
- 10.12.4 – Site Safety Committee Meeting Minutes
- 10.12.5 – 4 Weekly Safety & Environmental Workshop Minutes
- 10.12.6 – Weekly Sub-contractor Health & Safety Workshop Minutes
- 10.12.7 – Monthly Project SHE Reports (SAF050)
- 10.12.8 – Internal Weekly Team Meeting Agenda
- 10.12.9 – Health and Safety Audit Report (QMS018)
- 10.12.10 – Environmental Site Audit (QMS002)
- 10.12.11 – Directors Bi- Monthly Safety Tour
- 10.12.12 – Contractors Weekly Safety Pack (SAF070)

10.13 Tool Box Talks

10.14 Accident Book (To be returned to H/O)
- 10.14.1 – Incident / Near Miss Reports
- 10.14.2 – RIDDOR
- 10.14.3 - HSE Correspondence
- 10.14.4 – Monthly Hazard/ Near Miss Reports (SAF082/SAF082a)

10.15 Clean up Notices

10.16 Site Waste Management ~~Plan~~ & Duty of Care (Waste Transfer/Consignment Notes)

10.17
- 10.17.1 - Environmental Surveys (Air, Noise, Vibration, Water)
- 10.17.2 - Environmental Agency Correspondence
- 10.17.3 -Environment Agency Permits (Discharge to Watercourse etc)
- 10.17.4 – Environmental Incident Report (EMF003)

10.18 Sub-Contractor Performance Appraisal

10.19 Temporary Works Register

10.20 Sub-contractor Pre-Start Safety & Environmental Workshop Agenda

10.21 Asbestos Plan / Register

10.22 Daily Activity Briefing Sheets (DABS)

10.22.1 – Point of Work Risk Assessments

10.23 Fire
- 10.23.1 – SHE006 Fire
- 10.23.2 – SAF012A Site Fire Risk Checklist
- 10.23.3 – SAF012 Fire Risk Assessment Record
- 10.23.4 – Fire Plan
- 10.23.5 – SAF039 Site Fire Register
- 10.23.6 – Project Fire Safety Plan

10.24 Electrical Safety

10.24.1 – Project Electrical Safety Plan (SAF057)
10.24.2 – Contractors General Company Electrical Safety Policy and Procedure
10.24.3 – Contracts Specific RAMS/SSOW/'Going Live' Plan
10.24.4 – Transfer of Operational Control
10.24.5 – Competency Records for Contractors Nominated Individuals
10.24.6 – Contractors Permit to Work Log Book

11.0 **<u>Quality</u>**

11.1 Cube Results (Concrete, Mortar)
11.2 Material/Product Test Certificates
11.3 Non-Conformance Reports
11.4 Calibrated Equipment check sheets
11.5 Inspection and Test Records (Checklists etc) Archive
11.6 Records of workforce numbers/hours worked

12.0 **<u>Public Authorities</u>**

12.1 Local Authority Correspondence and Licences
12.2 Water
12.3 Gas
12.4 Electricity
12.5 Telecommunications

12.6 Other

13.0 **Unsuccessful Quotations**

13.1 Sub-contractors
13.2 Materials/Plant
13.3 Pending Quotation

McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No
Main Contract 1.1 Tendering 1.1.1 Tender 1.1.2 Award 1.1.3 Contract Documents	**Pre-Contract** 1.2.1 Estimators Correspondence 1.2.2 Subcontractors Quotes for Tender 1.2.3 Suppliers Quotes for Tender	**External Applications** 1.3.1 Valuations 1.3.2 Variation details 1.3.3 Costings	**Instructions** 1.4.1 Site instructions from Design Team 1.4.2 Architects Instructions 1.4.3 Contract Administrators Instructions 1.4.4 Employers Instructions 1.4.5 Confirmation of Verbal Instruction
1.0	**1.2**	**1.3**	**1.4**

Project Title Contract No	Project Title Contract No	Project Title Contract No	Project Title Contract No

Drawing Register & Issues Records	Request for Information / Technical Questions	Other Contractual Matters	Method Statements to Employers / Design Team
1.5.1 Master Drawing Register 1.5.2 Drawing Issue sheets to Design Teams and Sub Contractors 1.5.3 Drawing received sheets and register from Design Team 1.5.4 Drawing received sheets and register from Sub-Contractors		1.7.1 Bonds 1.7.2 Warranties 1.7.3 Insurances	
1.5	**1.6**	**1.7**	**1.8**

McLAREN	McLAREN	McLAREN	McLAREN
Project Title Contract No	Project Title Contract No	Project Title Contract No	Project Title Contract No
Sub-Contractors 2.1 Valuation/Payments 2.2 Daywork Sheets 2.3 Measures 2.4 Notice/Contra Charges 2.5 Pre-Contract up to and including Order 2.6 Correspondence 2.7 Site Instructors 2.8 Meeting Minutes 2.9 Programme 2.10 Miscellaneous	**Employer and Design Team** 3.1 Employer Correspondence 3.2 Architect/Contract Administrator 3.3 Structural Engineer 3.4 M&E Consultants 3.5 PQS 3.6 Project Manager/Employer Representative 3.7 Party Wall Matters 3.8 CDM Coordinator 3.9 McLaren Construction Architect Correspondence 3.10 McLaren Construction Structural Engineers Correspondence 3.11 McLaren Construction Building Services Engineer 3.12 McLaren Construction Building Control/Fire Strategy	**Minutes of Meetings** 4.1 Tender Hanover/Pre-Contract Start (Internal) 4.1.1 Pre-Contract Start (Employer) 4.2 Monthly Progress Reports 4.3 Employers Site Meetings 4.4 Internal Site Team Meetings 4.5 Commercial Update Meetings 4.6.1 Design Development Meetings (Internal) 4.6.2 Design Development Meetings (External) 4.7 4 Weekly Safety Meetings	**Planning / Programming Progress** 5.1 Contract Programme 5.2 Target Programme 5.3 Short Term Progress 5.4 “As-built” Programmes 5.5 Information Procurement Schedules/Programme 5.6 Sub-Contractor Procurement Schedule /Programme 5.7 Material Procurement Schedule
2.0	**3.0**	**4.0**	**5.0**

McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No
Financial 6.1 Monthly Cost Value Reports including cost printout 6.2 Forecasts 6.3 Cash Receipts 6.4 Quarterly Cash Flow Reports	**Costs** 7.1 Purchase Orders – Material & Plant, incl delivery tickets 7.2 Material take-offs-for procurement 7.3 Supplier Cost / Correspondence 7.3.1 Cost Corrections 7.3.2 Invoice Queries 7.3.3 Supplier Correspondence (Material) 7.3.4 Supplier Correspondence (Plant) 7.4 Material Reconciliation(s) 7.4.1 Invoice Processing Sheets 7.4.2 Invoice in Dispute 7.4.3 Material Invoice 7.4.4 Prelim Invoice 7.5 Staff Invoices 7.6 Plant Invoices	**Records** 8.1 Labour Returns (directly employed) 8.2 Labour Allocation Sheets including sub-contractors 8.3 Site Diary 8.4 Site Progress / Record Photographs 8.5 Dilapidation Survey 8.6.1 Initial Site Level Survey 8.6.2 "As built" Level Surveys 8.6.3 Obstructions 8.6.4 Service Records 8.6.5 "As built" Records Drawing / Survey 8.6.6 Site Information Sheets	**Administration** 9.1 Details of Master Filing System (Site specific details) 9.2 Memo's 9.3 Correspondence Register (incoming and outgoing) 9.4 Facsimiles Register (incoming and outgoing) 9.5 Third Party Correspondence (Complaints, Insurance, Claims, etc)
6.0	**7.0**	**8.0**	**9.0**

Project Title Contract No	Project Title Contract No	Project Title Contract No	Project Title Contract No
Safety & Environmental **10.1 SHEQ Management Plan**	**Safety & Environmental** **10.2 Pre-Construction Information**	**Safety & Environmental** **10.3 Risk Assessments and Method Statements**	**Safety & Environmental** **10.4 COSHH Assessments**
10.1	**10.2**	**10.3**	**10.4**

McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No
	Safety & Environmental 10.6 Permits to work 10.6.1 Hot Works permits 10.6.2 Permits to Penetrate Ground 10.6.3 Permits to lift 10.6.4 Permit to access roof 10.6.6 Confined space permit 10.6.7 Permit to use a ladder / step ladder 10.6.8 General Permit to Work 10.6.9 Permit to Use Mobile Tower 10.6.10 Permit for Electrical Work 10.6.11 Permit to Work in Ceiling Void 10.6.12 Permit to Work Design Check/ Permit to Load/ Permit to Strike 10.6.13 Permit to Demolish		
Safety & Environmental 10.5 Site Induction Records including operative competency (CSCS / PASMA) & plant operators authorisation (CPCS & IPAF)		Safety & Environmental 10.7 Lifting Plan	Safety & Environmental 10.8 Lifting equipment and lifting accessories register – including thorough examination certificates
10.5	10.6	10.7	10.8

McLAREN	McLAREN	McLAREN	McLAREN
Project Title Contract No	Project Title Contract No	Project Title Contract No	Project Title Contract No
		Safety & Environmental 10.11 Inspection Reports / Registers 10.11.1 Scaffold Inspection Report / Handover certificates / Safety Net Certificates 10.11.2 Excavations, cofferdams & Caissons inspection report 10.11.5 Perimeter Fencing / Hoarding Inspection Report 10.11.6 On Site Safety Training Record 10.11.7 Harness Inspection Register 10.11.8 Mobile Scaffold Tower 10.11.9 Portable Appliance Testing 10.11.10 Welfare Daily Inspection 10.11.12 HAVS	Safety & Environmental 10.12 Site health, safety and environmental inspections 10.12.1 McLaren Weekly inspection 10.12.2 McLaren 4 weekly inspection 10.12.3 Sub-contractor H&S inspection reports 10.12.4 Site safety committee meeting minutes 10.12.5 4 weekly safety & environmental workshop minutes 10.12.6 Weekly sub-contractor H&S workshop minutes 10.12.7 Monthly Projects SHE Reports (SAF050) 10.12.8 Internal Weekly Team Meeting Agenda 10.12.9 Health and Safety Audit Report (QMS018) 10.12.10 Environmental Site Audit (QMS002) 10.12.11 Directors Bi- Monthly Safety Tour 10.12.12 Contractors Weekly Safety Pack (SAF070)
Safety & Environmental 10.9 Subcontractor Weekly LOLER Inspections (Filed by S/C)	Safety & Environmental 10.10 Subcontractor Weekly PUWER Inspections (Filed by S/C)		
10.9	10.10	10.11	10.12

McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No	McLAREN Project Title Contract No
Safety & Environmental 10.13 Tool Box Talks	**Safety & Environmental** 10.14 Accident Book (To be returned to H/O) 10.14.1 Incident / Near Miss Reports 10.14.2 RIDDOR 10.14.3 HSE Correspondence 10.14.4 Monthly Hazard/ Near Miss Reports (SAF082/SAF082a)	**Safety & Environmental** 10.15 Clean Up Notices	**Safety & Environmental** 10.16 Site Waste Management & Duty of Care (Waste Transfer/Consignment Notes)
10.13	**10.14**	**10.15**	**10.16**

Project Title Contract No	Project Title Contract No	Project Title Contract No	Project Title Contract No
Safety & Environmental 10.17.1 Environmental Surveys (Air, Noise, Vibration, Water) 10.17.2 Environmental Agency Correspondence 10.17.3 Environmental Agency permits (Discharge to Watercourse etc.) 10.17.4 Environmental Incident Report (EMF003)	**Safety & Environmental** 10.18 Sub-Contractor Performance Appraisal	**Safety & Environmental** 10.19 Temporary Works Register	**Safety & Environmental** 10.20 Sub-contractor Pre-Start Safety & Environment Workshop Agenda
10.17	**10.18**	**10.19**	**10.20**

Project Title Contract No	Project Title Contract No	Project Title Contract No	Project Title Contract No
Safety & Environmental 10.21 Asbestos Plan / Register	**Safety & Environmental** 10.22 Daily Activity Briefing Sheets (DABS) 10.22.1 Point of Work Risk Assessments	**Safety & Environmental** 10.23 Fire 10.23.1 SHE006 Fire 10.23.2 SAF012A Site Fire Risk Checklist 10.23.3 SAF012 Fire Risk Assessment Record 10.23.4 Fire Plan 10.23.5 SAF039 Site Fire Register 10.23.6 Project Fire Safety Plan	**Safety & Environmental** 10.24 Electrical Safety 10.24.1 Project Electrical Safety Plan (SAF057) 10.24.2 Contractors General Company Electrical Safety Policy and Procedure 10.24.3 Contractors specific RAMS/SSOW/'going live' plan 10.24.4 Transfer of operational control 10.24.5 Competency records for contractors nominated individuals 10.24.6 Contractors permit to work log book
10.21	**10.22**	**10.23**	**10.24**

McLAREN **Project Title** **Contract No**	McLAREN **Project Title** **Contract No**	McLAREN **Project Title** **Contract No**	

Public Authorities **12.1 Local Authority Correspondence and Licences** **12.2 Water** **12.3 Gas** **12.4 Electricity** **12.5 Telecommunications** **12.6 Other**	**Unsuccessful Quotations** **13.1 Subcontractors** **13.2 Materials/Plants** **13.3 Pending Quotations**	**Quality** **11.1 Cube Results (Concrete, Mortar)** **11.2 Material/Product Test Certificates** **11.3 Non-Conformance Reports** **11.4 Calibrated Equipment check sheets** **11.5 Inspection and Test Records (Checklists etc.) Archive** **11.6 Records of workforce numbers/hours worked**	
12.0	**13.0**	**11.0**	