

## HEALTH AND SAFETY FILE TEMPLATE

CONTRACT NUMBER:

Client:

Address:

Works Title:

Address (if different from above)

Principal Contractor:

Address:

**Scope of Works carried Out:**

**Information Provided at Completion:**

**Contractor(s):**

**Receipt acknowledged:** (Client)

Signed:

Name:

Date:

## **BUILDING HEALTH AND SAFETY FILE BUILDING:**

### **1.0 GENERAL DESCRIPTION AND INTENDED USE**

Contents to this section

**A** As built drawings

**B** Disk

### **2.0 DESIGN CRITERIA**

The works have been designed to the following standards

Contents to this section

**A** Specification

**B** Building Regulation Design Certificates

### **3.0 CONSTRUCTION AND MATERIALS**

Contents to this section

**A** Project Description

**B** Building Regulation Completion Certificate

**C** Materials Used in construction

**D** Product Information

### **4.0 MAINTENANCE**

Contents to this section

Maintenance Recommendations

### **5.0 PLANT AND EQUIPMENT**

Details of Plant and Equipment

### **6.0 UTILITIES AND SERVICES**

Contents to this section

**A** Works Descriptions

**B** Test Certificates per property

### **7.0 MANUALS**

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