

CDM Co-ordinator Scope of Services		
Notification and information		Regulation
1	Obtain notification in writing from the client of appointment or agreed written terms of engagement.	14(1) and (5)
2	Notify the Health & Safety Executive of the project.	21
3	Agree a line of communication to the client.	20(l)(a)
4	Take all reasonable steps to identify and collect pre-construction material.	20(2)(a)
Competence and sufficient time and other resources		
5	Give consideration of own competence including familiarity and experience of the design process and resources before accepting the appointment.	4(l)(b)
6	Demonstrate competence to the client.	4(l)(a)
7	Allocate sufficient time and other resources to the project.	9(1)
8	Provide advice and assistance to the client on competence with respect to other members of the project team.	20(l)(a)
9	Provide advice to the client on the allocation of sufficient time and other resources by the contractors in the project team?	20(l)(a)
Health and safety of persons		
10	Take steps to ensure that designers comply with their duties with regard to regulations 11 and 18(2)	20(l)(c)
11	Ensure that suitable arrangements are made and implemented for the co-ordination of health and safety measures during planning and preparation for the construction phase.	20(l)(b)
12	Take steps to ensure co-operation between designers.	20(2)(d)
Construction phase		
13	Ensure that the information specified in regulations 10 and 15 relevant to each person has been circulated promptly.	20(2)(b)
14	Take all reasonable steps to ensure co-operation between designers and the principal contractor during the construction phase in relation to any design or change to a design.	20(2)(d)
15	Agree a line of communication to the principal contractor for the purposes of contributing to the development of the construction phase plan, the contents of the health and safety file and any design development which may affect planning and management of the construction work.	20(l)(c)
Health and safety file		
16	Ensure that a health and safety file is prepared in respect of each structure.	20(2)(e)
17	Keep the health and safety file under review up to completion of the construction phase.	20(2)(e)
18	Hand the health and safety file over to the client on completion of the construction phase?	20(2)(f)