



# HEALTH & SAFETY FILES

## INFORMATION REQUIRED

### QUOTATION

- Specification / equipment schedules
- Tender / Construction Drawings
- Trade list
- Format: PDF, Hard Copy, Combined

### TECHNICAL AUTHORIZING

- Sub Contractor / Trade List
- Month of Practical Completion
- Deadline date
- Risk Identification & Assessment
- Residual Risk Assessment & Register
- Fire Strategy Report & Drawings
- Certificates - unless we are collating
- Access & Maintenance Strategy \*
- Drainage / Window / Roof & Gutter Cleaning Strategy \*
- Maintenance Program (12 Months) \*

#### \* SUPPORTING DOCUMENTATION \*

Our technical writing and engineering team can provide supporting documentation if required

### AS INSTALLED DRAWINGS

- Drawing Mark Ups (PDF or photo)
- Current Revision CAD drawings

### NUCLEUS: WORKFLOW

#### QUOTE STAGE

**SUBMITTED**

Request a quote by providing drawings, specifications, and equipment schedules.

**QUOTED**

**ACCEPTED**

Review and accept your quote, and upload additional files needed for production.

#### PROJECT STAGE

**WAITING**

D&A review documents and advise any additional information needed

**DRAFT DUE**

Our in-house Technical Writers prepare the documentation

**DRAFT ISSUED**

DRAFT documentation issued. View supporting file received and required, request updates

### NEED CLARIFICATION?



Your dedicated point of contact, **Client Coordinator**, is here, ready to support and guide you on documents or details required, every step of the way.