



# 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.