

Safety Files – Suggested Format

Although the degree of detail will vary, the handover pack should primarily be based on the requirements within the Irish Building Regulations – (Regulation 8, 13 & 21), with specific client requirements and industry best practice also addressed. We propose that the documentation should take the form of a 'Safety File' to satisfy this need – see proposed template below. Where relevant BSRIA BG1/2007 should be used as a guide.

Section	Description
01	Project Introduction This section is a general introduction to the project outlining the scope of works, personal involved in the design and construction process and information on the planning conditions and pre-construction site conditions. • Project Description • Site Location • Planning Permission (Application, Drawings, Grant) • Site Surveys • Archaeology Report (if applicable) • Contact Directory
02	Health & Safety This section gives a general overview of any health and safety items relevant to the project and includes the fire certificate and DAC documents. Information on residual risks which have not been designed out should be detailed by the design team for inclusion in this section. • AF1 and AF2 • Preliminary Health & Safety Plan • Construction Stage Health & Safety Plan • Disabled Access Certificate (Application, Drawings, Grant) • Fire Certificate (Application, Drawings, Grant) • Asbestos Disposal Survey (if applicable) • Traffic Management Plan (if applicable) • Residual Risk Information – to be submitted by each design team member.
03	Design Specifications This section includes information from all design team members outlining their specifications for the works, its design and intended performance. Calculations should be included where relevant. • Architectural Specifications • Civil & Structural Specifications • Electrical Services Specifications • Mechanical Services Specifications • Specialist Services Specifications • Lift Specifications • Landscape Architects

Section	Description
04	Building Services & Specialist Services O&M Manuals – Mech & Elec Packages It is advisable that the building services O&M manuals be compiled to a similar template for the clients benefit following handover. BG1/2007 should be used as a guide when compiling this section. As the project is relatively straight forward we would propose a Class B or C manual be issued on this site. ● Cover Sheet & Table of Contents ● Contents, Structure & Emergency Information ● Overall Purpose ● Description of Installation ● Equipment Schedules ● Spare Parts & Spares Policy ● Final Test & Commissioning Data ● Systems Operation ● Maintenance Information ● Maintenance Schedules ● Fault Finding Procedures ● Lubrication ● Disposal & Modification ● Contact Details ● Technical Literature
06	Construction Materials This section is the main area relating to the building fabric and products used. It will be divided into sections to suit the specific project and sub-divided by discipline. ● Interior Fit-Out & Finishes and Fire Stopping ● Cover Sheet outlining specific installation details ● Technical data sheets and User Manuals ● Maintenance & Cleaning Recommendations ● Shop Drawings and As Installed Drawings ● Commissioning Reports & Test Packs ● Structure & Building Envelope ● Cover Sheet outlining specific installation details ● Technical data sheets and User Manuals ● Maintenance & Cleaning Recommendations ● Shop Drawings and As Installed Drawings ● Commissioning Reports & Test Packs ● Site Works & Civil Installation ● Cover Sheet outlining specific installation details ● Technical data sheets and User Manuals ● Maintenance & Cleaning Recommendations ● Shop Drawings and As Installed Drawings ● Commissioning Reports & Test Packs

Section	Description
07	As Built Drawings All drawings for the project should be included in this section to an 'as installed' standard. Drawings should be included in both PDF and in the native CAD format. All XREF's must be included where required. • Architectural Drawings • Civil & Structural Drawings • Mechanical Drawings • Electrical Drawings • Specialist Drawings • Site Services Drawings
08	Certification This section should consist of the high level handover certificates required by the building owner. These will typically be the last section completed in the file before it is handed over to the client. • Certificate of Substantial Completion • Design Team Opinions of Compliance • Temporary Works Design Certificates • Sub-Contractors Letters of Compliance • Product Warranties • BER Certificate & Advisory Report • Air Tightness Certificate • BCAR Overall Certificate • Letter of Safety File Acceptance from PSDP