The below template has been provided as a tool and as guidance to enable different parts of Network Rail to define what their current processes, task and activities are and how they contribute to Network Rail has a whole discharging our Client duties under the CDM Regulations 2015. A similar exercise and RACI is likely to be required where a business area fulfils duties as a Principal Design, Principal Contractor or Designer. The headings in blue are Client requirements from the text of the CDM Regulations 2015, while the sub-headings (1a, 1b, 1c) are given as examples that will need to be replaced with the actual tasks undertaken in the individual part of the business – the list is not complete. The details of the task and processes should not be recorded in the RACI chart, but sign post to existing documents or new documents as required. The RACI is about visualising and recording who are; Accountable, Responsible and who needs to be informed and consulted.

|  |  |
| --- | --- |
| **Network Rail Business Area covered by this RACI:** |  |
| **Date:** | **Completed by:** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Task / Process | Key control? | Job Description Reference | Job Description Reference | Job Description Reference | Job Description Reference | Job Description Reference | Add more as required. |
| **1** | **Define suitable arrangements for managing a project.** | Y/N |  |  |  |  |  |  |
| 1a | Completing and maintain a RACI Chart for this part of the business. |  | R |  |  |  |  |  |
| 1b | Create a detailed set of CDM management arrangements for discharging other duty holder roles – Principal Designer. |  | A |  |  |  |  |  |
| 1c | Create a detailed set of CDM management arrangements for discharging other duty holder roles – Principal Contractor. |  | C |  |  |  |  |  |
| 1d | Create a detailed set of CDM management arrangements for discharging the duties of the designer. |  | I |  |  |  |  |  |
| 1e | Create a detailed set of CDM management arrangements for discharging the duties of the contractor. |  |  | R |  |  |  |  |
| 1f | Create a project specific CDM Plan – as required by NR/L2/OHS/0047. |  |  |  | A |  |  |  |
| 1g | Define transitional arrangements from CDM co-ordinator appointments to Principal Designer appointments (incompliance with schedule 4 of the CDM Regulations 2015). |  |  |  |  | C |  |  |
| 1h | Create a set of management arrangements for applying the CSM REA risk methodology to design. |  |  |  |  |  | I |  |
| 1i | Create a set of management arrangements for document management. |  |  |  |  |  |  |  |
| 1j | Create a set of management arrangements for assurance of CDM activities. |  |  |  |  |  |  |  |
| 1k | Create a set of management arrangements supported by IT systems, to enable information to be exchanged. |  |  |  |  |  |  |  |
| **2** | **Allocate sufficient time and other resources.** |  |  |  |  |  |  |  |
| 2a | Develop outline programme that is resourced linked for the investment panel to review. |  |  |  |  |  |  |  |
| 2b |  |  |  |  |  |  |  |  |
| 2c |  |  |  |  |  |  |  |  |
| **3** | **Providing welfare facilities for construction works.** |  |  |  |  |  |  |  |
| 3a | Review requirements of NR/L3/INI/CP0036 The Provision of Welfare Facilities and cost for them in the project budget. |  |  |  |  |  |  |  |
| 3b |  |  |  |  |  |  |  |  |
| 3c |  |  |  |  |  |  |  |  |
| **4** | **Monitoring arrangements to ensure they are maintained.** |  |  |  |  |  |  |  |
| 4a |  |  |  |  |  |  |  |  |
| 4b |  |  |  |  |  |  |  |  |
| 4c |  |  |  |  |  |  |  |  |
| **5** | **Provide Pre-construction information to all parties involved, including during tender.** |  |  |  |  |  |  |  |
| 5a | Download or request information from:: ARMS, Hazard Directory, NRG, and other internal and external sources. |  |  |  |  |  |  |  |
| 5b | Review available information and list hazards in project specific Hazard Record. |  |  |  |  |  |  |  |
| 5c | List missing information and determine how to procure it |  |  |  |  |  |  |  |
| 5d | Procure missing information / check we have received it. |  |  |  |  |  |  |  |
| 5e | Prepare presentation and brief the hazards to parties who need to be informed. |  |  |  |  |  |  |  |
| 5f | Create PCIP document using Form NR/L2/OHS/0047/F0002. |  |  |  |  |  |  |  |
| 5g | Identify all parties who need to be provided with the information. |  |  |  |  |  |  |  |
| 5h | Provide information / record on transmittal. |  |  |  |  |  |  |  |
| **6** | **A construction phase plan is created by the Principal Contractor before the construction phase.** |  |  |  |  |  |  |  |
| 6a | Review construction phase plan for adequacy. |  |  |  |  |  |  |  |
| 6b | Accept construction phase plan. |  |  |  |  |  |  |  |
| 6c |  |  |  |  |  |  |  |  |
| **7** | **Ensure a Principal Designer Prepares a H&S File for the project, and its content is revised during the project.** |  |  |  |  |  |  |  |
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| **8** | **Ensure a Principal Designer Prepares keeps the H&S file available for inspection by all project parties.** |  |  |  |  |  |  |  |
| 8a | Completed H&S deliverables matrix as per [NR/L2/INF/02202](http://networkrailstandards/BSI/StandardHeaderView.aspx?id=20434), and make a contractual requirement. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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| **9** | **Check and monitor an appointed Principal Designer is complying with their duties in regulation 11.** |  |  |  |  |  |  |  |
| 9a | Chair weekly review meeting with Principal Designer. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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| **10** | **Check and monitor an appointment Principal Contractor is complying with their duties in regulation 12 to 14.** |  |  |  |  |  |  |  |
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| **11** | **Handover of the H&S File where disposing of an interest in a structure.** |  |  |  |  |  |  |  |
| 11a | Produce Asset Management Plan |  |  |  |  |  |  |  |
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| **12** | **Defining the interface arrangements with other parts of Network Rail who discharges Client’s duties.** |  |  |  |  |  |  |  |
| 12a | Create a list of safety information that needs to be exchanged with other parts of Network Rail. |  |  |  |  |  |  |  |
| 12b | Request and provide safety information to other parts of Network Rail. |  |  |  |  |  |  |  |
| 12c | Create / Manage the safety information exchange process. |  |  |  |  |  |  |  |
| 12d | Sign CDM Plan to confirm transfer of the “active Client”. |  |  |  |  |  |  |  |
| **13** | **Define who the Client is, with 3rd party Client organisations.** |  |  |  |  |  |  |  |
| 13a | Create a CDM Client Memorandum of Agreement document. |  |  |  |  |  |  |  |
| 13b | Authorise the CDM Client Memorandum of Agreement. |  |  |  |  |  |  |  |
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| **14** | **Appoint a designer as the Principal Designer in writing.** |  |  |  |  |  |  |  |
| 14a | Sign contract and remit appointment with external organisation. |  |  |  |  |  |  |  |
| 14b | Sign remit and scope with other part of Network Rail |  |  |  |  |  |  |  |
| 14c | Define when the appointment should be made, and review performance in achieving this. |  |  |  |  |  |  |  |
| 14d |  |  |  |  |  |  |  |  |
| **15** | **Appoint a contractor as the Principal Contractor in writing.** |  |  |  |  |  |  |  |
| 15a | Check and confirm the PC has a current and valid PC license. |  |  |  |  |  |  |  |
| 15b | Sign contract and remit appointment with external organisation. |  |  |  |  |  |  |  |
| 15c | Sign remit and scope with other part of Network Rail |  |  |  |  |  |  |  |
| 15d | Define when the appointment should be made, and review performance in achieving this. |  |  |  |  |  |  |  |
| **16** | **Send notice to HSE/ORR for notifiable projects.** |  |  |  |  |  |  |  |
| 16a | Complete online form. |  |  |  |  |  |  |  |
| 16b | Save pdf of completed form to document management system |  |  |  |  |  |  |  |
| 16c | Sign clients declaration on behalf of Network Rail |  |  |  |  |  |  |  |
| 16d | Send PDF copy to parties involved in the project |  |  |  |  |  |  |  |
| 16e | Define inspection plan, and inspect that the notification is on display in the construction site office |  |  |  |  |  |  |  |
| 16d | Update F10 when appointments or other details change. |  |  |  |  |  |  |  |
| **17** | **Make an assessment of the organisational capability of duty holder appointments.** |  |  |  |  |  |  |  |
| 17a | Complete PD organisational capability assessment template. |  |  |  |  |  |  |  |
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| **18** | **Manage interfaces between projects.** |  |  |  |  |  |  |  |
| 18a | Review possession planning. |  |  |  |  |  |  |  |
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| **19** | **Reporting of anything that is likely to endanger H&S** |  |  |  |  |  |  |  |
| 19a | Report physical hazard through the close call system. |  |  |  |  |  |  |  |
| 19b | Define local process for reporting physical dangers for immediate action. |  |  |  |  |  |  |  |
| 19c | Define design safety issue escalation process. |  |  |  |  |  |  |  |
| 19d | Manage design safety escalation process. |  |  |  |  |  |  |  |
| **20** | **Review that information provided is comprehensible and timely.** |  |  |  |  |  |  |  |
| 20a | Define audit / review programme to assess quality of information. |  |  |  |  |  |  |  |
| 20b | Define audit / review programme to assess the timeliness of information provision. |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **21** | **Review of the skills, knowledge and experience of staff assigned RACI tasks / processes.** |  |  |  |  |  |  |  |
| 21a | AiTL / annual performance review |  |  |  |  |  |  |  |
| 21b |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **22** | **Identify where designs are commissioned outside of GB.** |  |  |  |  |  |  |  |
| 22a |  |  |  |  |  |  |  |  |
| 22b |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **23** | **Appoint Client’s Representative** |  |  |  |  |  |  |  |
| 23a | Complete NR/L2/PHS0047/F0001 form for CDM Representatives. |  |  |  |  |  |  |  |
| 23b | Assess the skills, knowledge and experience of staff assigned as Client’s Representative using template . |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **24** | **Setting H&S outputs / requirements** |  |  |  |  |  |  |  |
| 24a | Implement the Requirements Engineering process.  <http://connect/communities/requirements-engineering/default.aspx> |  |  |  |  |  |  |  |
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| **25** |  |  |  |  |  |  |  |  |
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| **26** |  |  |  |  |  |  |  |  |