

The Network Rail logo, featuring the text "NetworkRail" in a blue sans-serif font above a stylized red and white graphic of a train's front or a signal.A blurred, high-speed train in motion, moving from the background towards the foreground, creating a sense of speed and direction. The train is dark, and the background is a bright, overcast sky.

# *CDM NOTE 006*

*Handover of CDM Representative Roles*

*Internal Guidance  
Version 1 / November 2016*

# CDM Note 006: Handover of CDM Representative Roles

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## Introduction

The CDM Regulations 2015 and Network Rail's CDM Standard places requirements when roles are changed or transferred to others.

The aim of this note is to provide guidance on:

1. A process for handover of a CDM Representative role between individuals.

This note does not provide details of the wider aspects of the CDM Regulations 2015, as these are covered by construction industry guidance and other internal Network Rail CDM Notes:

- [CDM Regulations 2015](#)
- [CITB Principal Designers Guidance](#)
- [HSE L153 Guidance on the Construction \(Design and Management\) Regulations 2015.](#)

This note and other Network Rail internal CDM Notes are available from:

- [Safety Central – CDM 2015](#)
- [CDM Note 1 – Client Arrangements](#)
- [CDM Note 2 – Principal Designer appointment](#)
- [CDM Note 3 – CSM REA & CDM](#)
- [CDM Note 4 – Pre-construction information](#)
- [CDM Note 5 – Maintenance & CDM 2015](#)

Network Rail associated standards:

- [NR/L2/OHS/0047 – Application of the Construction \(Design and Management\) Regulations to Network Rail Construction Projects](#)
- [NR/L2/OHS/0044 - Planning and managing construction work \(formerly NR/L3/INI/CP0044\)](#)

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## 1.0 Background and history

The CDM Regulations 2015 defines duty-holder roles, and the Network Rail standard NR/L2/OHS/0047 defines three CDM Representative roles. However, the organisation appointed as a duty-holder, and the individuals appointed to the CDM Representative roles can change as a project progresses. When there is a change of duty-holder or CDM Representative appointment, it is important that:

1. Hazard and risk information is transferred and briefed from the outgoing appointment to the incoming appointment.
2. The change of appointment is recorded and briefed to those involved in the project.

Where this doesn't happen, then there is increased risk of injury and fatalities, as happened at the construction of the Basingstoke Campus in January 2015; where several of the workforce suffered from electrical shock and burns. Since this incident our standard has been updated to take account of the introduction of the CDM Regulations 2015, including the following requirement (Figure 1):

### 7 CDM Plan

The Clients Representative shall produce the CDM plan as soon as practicable after project feasibility is established.

This plan shall be updated as subsequent appointments are made or changed and reviewed at each stage gate review.

**NOTE:** Form NR/L2/OHS/0047/F0052 provides guidance for completion of the CDM Plan.

Figure 1 - Extract from NR/L2/OHS/0047, Clause 7

A Route, Region, Function or Major Programme, may have defined in their CDM Management Procedures the handover process they want to use. Any project specific handover procedures will be defined in the project's CDM Plan. In the next section, guidance is provided on what information should be exchanged and an example handover process (Figure 2).

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## 2.0 CDM Representative hand-over

When the individual appointed to the CDM Representative role changes, it is good practice for a structured face-to-face handover of the role. To increase the effectiveness of the handover, it should be:

1. Two-way, with both participants taking joint responsibility
2. Uses both verbal and written communication
3. Based on the needs of incoming appointment
4. Given as much time and resource as required

A basic handover process would look like:

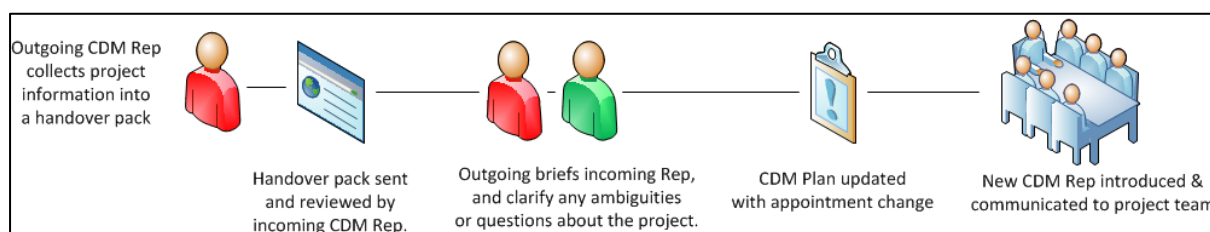


Figure 2 - Basic handover process

Where practicable the information required to be briefed at the handover, should be agreed between the outgoing and incoming representatives. The following information is suggested to form part of the handover briefing, but will depend on the size, complexity and the risks of the project:

1. Project Brief (what is the project is about),
2. Key contact details for people on the project,
3. CDM Plan,
4. CDM Management Procedures (including RACI),
5. Where and how project information is stored,
6. Any concerns of issues on compliance or implantation of CDM 2015 by the project,
7. Any outstanding actions or tasks,
8. Significant design hazards or risks (Hazard Record),
9. Significant construction hazards or risks,
10. Pre-construction information,
11. Construction Phase Plan,
12. Details of project inductions in place,
13. H&S File arrangements and current status.

A checklist and hand-over form to record the hand-over between individuals has been provided in Appendix A. This is not a replacement for updating the CDM Plan and communicating the change of appointment.

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## Appendix A – CDM Representative handover checklist and record

	Information handover	Tick if briefed to and understood by incoming rep.
1.	Project Brief (what is the project is about)	
2.	Key contact details for people on the project	
3.	CDM Plan	
4.	CDM Management Procedures (including RACI)	
5.	Where and how project information is stored	
6.	Any concerns of issues on compliance or implantation of CDM 2015 by the project	
7.	Any outstanding actions or tasks	
8.	Significant design hazards or risks (Hazard Record)	
9.	Significant construction hazards or risks	
10.	Pre-construction information	
11.	Construction Phase Plan	
12.	Details of any project inductions in place	
13.	H&S File arrangements and current status	
14.		
15.		
16.		
17.		
18.		

### Handover actions

Has the CDM Plan has been updated by the Client's Representative: Y/N  
 (If no, the incoming CDM Rep to contact the Client's Representative to update)

Has a date been set to introduce the incoming CDM Rep to the project team? Y/N  
 (If no, then a meeting shall be organised with the project sponsor or manager)

Outgoing Rep:	(Print and sign here)	Which type of representative?	PD's Rep
Incoming Rep:	(Print and sign here)	Client's Rep	PC's Rep
Date of handover:		Strikeout above the ones that are not applicable	