

SUMMARY CHECKLISTS

PROGRAMMING

Pre construction

- Aim to complete majority of RIBA stage 4 activities before site mobilisation
- Engage with supply chain to confirm lead-in times and install durations
- Include key quality testing and hold points
- Develop airtightness strategy and integrate into programme On-site

Onsite

- Create weekly rolling plans for key activities
- Use visual tools for clarity of understanding
- Base plans on real discussions with sub-contractors

PROCUREMENT

Pre construction

- Develop sequencing diagrams collaboratively (digital or marked-up drawings).
- Confirm CDP elements and scope clarity. Tender
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- Schedule mid-tender interviews to validate understanding.
- Provide actionable feedback to tenderers

Before contract award

- Align subcontractor orders with certification evidence requirements.
- Conduct formal handover meeting with client, design team, and certifier.

TRAINING

Pre construction

- Identify who needs training and at what level.
- Schedule mock-up sessions for detail development.
- Train operatives responsible for developing ITPs.
- Embed lessons learned sessions at project milestones.

Before contract award

- Deliver interactive, trade specific (including manufacturer input) toolbox talks.
- Conduct first-in-place inspections and benchmark tests.
- Ensure neurodiverse-friendly training methods (visual aids, interactive sessions).

QUALITY CONTROL

Leadership and Culture

- Schedule regular quality walks by senior managers.
- Communicate quality expectations clearly and consistently.

Processes

- Implement a Common Data Environment (CDE) for all project information.
- Formalise change control procedures to assess building performance impact.
- Develop project-specific evidence register with certifier.
- Align evidence requirements with subcontractor orders and ITPs.
- Establish clear communication hierarchy for site instructions.
- Introduce recognition and reward initiatives for quality performance.

COMMISSIONING

Pre-construction

- Integrate detailed commissioning into main programme.
- Develop commissioning tracker listing tasks, evidence, and sign-off points.
- Engage designers and certifiers early to clarify requirements.
- Ring-fence time and resources for commissioning phase.
- Define client roles and ensure resources for witnessing tests.

HANDOVER

Pre-construction

- Plan staggered end-user training sessions during early occupation
- Allocate resources for post-completion support.
- Nominate client building champion for knowledge continuity.

Delivery

- Install clear signage for building operation.
- Record training sessions with building operators and end users for future reference.