



PCI review checklist

An information map for the next project. Identify what is known, what needs checking and who needs to act.

Use this printable checklist alongside project-specific judgement and current official guidance. Adapt the prompts to the work; they are not a mandatory survey schedule or a compliance certificate.

Project / site

Proposed work / existing use

Client / client-duty arrangements

PCI coordinator / relevant dutyholders

Review date / revision / next review trigger

How to use the four pages

1. Set the project context and identify the relevant contributors.
2. Review the information prompts; add project-specific items.
3. Copy the action record for each unresolved question.
4. Check evidence, issue information and record the next review.

Status key: Available / Needs review / Missing / Not applicable. Available information may still have limitations. Record a reason for exclusions where helpful.

PCI evolves with the design. The client provides relevant information as soon as practicable; on multi-contractor projects, the CDM Principal Designer assists with identifying, obtaining and sharing it.



Information review prompts

Mark relevant topics, identify sources and use page 3 to track the outstanding questions.

☐ **Project brief and key dates**

Scope, existing use, programme, constraints and decisions that depend on information.

☐ **Management and coordination**

Time and resources, contacts, cooperation, access, security and welfare arrangements.

☐ **Existing structure and alterations**

Relevant records and surveys; coverage, revisions, assumptions and limitations.

☐ **Services and site conditions**

Known services, adjacent activities, ground conditions and access constraints relevant to the work.

☐ **Hazardous materials**

Relevant existing information, known locations and gaps requiring competent review.

☐ **Significant design and construction risks**

Design assumptions, interfaces and information needed by designers and contractors.

☐ **Existing Health & Safety File**

Locate previous file and relevant as-built information; check usefulness for this work.

Additional project-specific information

For each topic: record relevance, source reference, limitations, reviewer, outstanding action and who needs the information.
Do not close an item solely because a document has been uploaded.



Information gap / action record

Copy this page for each item. Keep the record alongside its source documents and issue history.

Item / question / why it matters

Status / available source and revision

Known scope or limitations

Action needed / decision affected

Action owner / required by date

Evidence obtained / reference and revision

Review by / date / result

Issued to / date / issue reference

Remaining uncertainty / next review trigger

Closing review: Is the information relevant and sufficiently reliable for its intended use? Have limitations been considered and the necessary recipients informed? Record the judgement and any further action.



Review, issue and revisit

Use the record to support coordination. The people carrying out the work retain their duties.

☐ Before issue

Check the information against the proposed work and current design. Identify conflicting documents and important unresolved questions.

☐ When sharing

Identify recipients and a clear issue reference. Communicate significant uncertainty and what action is needed, with a named owner and date.

☐ When something changes

Review the affected items when the design, site conditions, team or source information changes. Keep superseded references distinguishable.

☐ At the transition to construction

Share the relevant PCI with those planning the work. PCI informs the construction phase plan; it is not a replacement for that plan.

☐ For future work

Identify information relevant to the Health & Safety File. Keep useful future-safety information distinct from the general project archive.

Official guidance and scope

Based on HSE L153, Appendix 2 (PCI), Appendix 4 (Health & Safety File) and Appendix 6 (domestic clients). CDM 2015 scope: Great Britain. This is an original CDMlogic tool, not an HSE form or endorsement.

HSE: Managing health and safety in construction (L153)

<https://www.hse.gov.uk/pubns/priced/l153.pdf>

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More guidance and worked examples: cdmlogic.co.uk/resources. Project-specific assessment and appropriate professional advice remain essential.