



PCI tracker: a reviewed information item

FICTIONAL EXAMPLE - NOT A PROJECT CERTIFICATE

Completed fields illustrate record keeping. Names, dates and document references are invented. Adapt the structure to the actual project and competent review.

Project / item

Example Office Refurbishment / PCI-006. Fictional internal layout review.

Information needed

Current room layout and its limitations, to support the proposed layout review.

Available evidence

EX-02 revision A, existing layout; EX-03 revision B, updated measured layout. Both references are invented.

Owner / review date

Alex Example, client representative / 8 October 2026.

Review recorded

Sam Example, designer, checked the room layout coverage. EX-03 addresses this layout request; it does not verify concealed services or structural conditions.

Communication

EX-03 revision B and the limitations note issued to the design team on 8 October 2026; fictional issue register IR-004.

Status / next action

Layout information item reviewed. Separate services and structural questions remain open under PCI-007 and PCI-008. Revisit if the proposed work changes.



Design risk review: record the decision

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Project / risk reference

Example Office Refurbishment / DR-014. Fictional design review, 9 October 2026.

Design issue / affected people

The initial layout proposed an opening in an existing wall whose structural role was unverified. Construction workers and building occupants could be affected by an unsuitable alteration.

Information considered

EX-02 revision A: wall shown, structural status unverified. No structural adequacy conclusion recorded.

Design response

The team selected an alternative layout retaining the wall and omitting the proposed opening. Revised fictional layout EX-04 revision C records that change.

Review / communication

Sam Example, designer, recorded the decision; Jordan Example, CDM Principal Designer, coordinated the information. EX-04 revision C issued to the project team under IR-005.

Residual information / status

Review recorded for this layout decision. The wall remains unverified; any later proposal affecting it requires a fresh competent review. Other project risks remain subject to their own assessment.



Health & Safety File: a handover record

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Project / record

Example Office Refurbishment / HSF-009. Fictional handover record, 10 October 2026.

Information item

Final location reference for a relocated plant access point, relevant to future maintenance and construction work.

Evidence / contributor

Invented final drawing EX-05 revision D and location schedule LS-002 revision B, supplied by Casey Example, contractor representative.

Review

Jordan Example, CDM Principal Designer, recorded the references and intended use in the file index. This example does not demonstrate technical acceptance or completeness of a real file.

Handover / receipt

Fictional file index HSF-INDEX revision 1 and referenced records handed to Alex Example, client representative, on 10 October 2026. Receipt recorded under IR-006.

Status / future use

Handover receipt recorded for this example item. Client retains the file, makes it available for future work and keeps relevant information up to date. Outstanding project items need separate resolution.