

Site Paperwork Readiness Checklist

A practical one-page checklist to prepare your paperwork before you arrive on site — domestic or commercial.

1 Know What the Client Requires

- ☐ Have you confirmed what paperwork is required?
- ☐ Domestic or commercial project?
- ☐ Principal Contractor requirements received?
- ☐ Site-specific requirements reviewed?

2 Risk Assessment

- ☐ Risk assessment completed
- ☐ Site-specific hazards added
- ☐ Control measures reviewed
- ☐ Manual handling considered
- ☐ Working at height considered (where applicable)
- ☐ Public access considered

3 Method Statement / RAMS

- ☐ Method statement completed
- ☐ Sequence of works accurate
- ☐ Equipment listed
- ☐ PPE specified
- ☐ Emergency procedures included
- ☐ RAMS signed (if required)

4 COSHH

- ☐ All hazardous products identified
- ☐ COSHH assessments available
- ☐ Safety Data Sheets available
- ☐ Storage arrangements checked
- ☐ Spill procedures understood

5 Site Information

- ☐ Site address confirmed
- ☐ Site contact details
- ☐ Access arrangements
- ☐ Parking arranged
- ☐ Working hours confirmed
- ☐ Welfare facilities identified

6 Staff & Competence

- ☐ Operatives briefed
- ☐ CSCS cards available (where required)
- ☐ Relevant training confirmed
- ☐ Toolbox talk completed (if applicable)

7 Equipment

- ☐ Equipment inspected
- ☐ PAT testing current (where applicable)
- ☐ Calibration certificates available
- ☐ PPE available
- ☐ First aid kit stocked

8 Documentation

- ☐ Insurance certificates
- ☐ RAMS
- ☐ Risk Assessment
- ☐ COSHH
- ☐ Method Statement
- ☐ Site Induction paperwork
- ☐ Emergency contacts

9 Final Check Before Leaving

- ☐ All paperwork saved digitally
- ☐ Printed copies available (if required)
- ☐ Client has received paperwork
- ☐ Copies stored securely
- ☐ Team knows today's plan

WELLSERVE TIP

Don't write paperwork from scratch every time. Build one high-quality master document for each type of work you regularly undertake, then customise it for each project — that's exactly how professional contractors save hours every month.

