Subcontractor record sheet

One row per subcontractor on the job, from choosing them to the end of their work.

Project _____ **Main builder** _____

Kept by _____ **Last updated** _____

Give each subcontractor a reference and use the same reference on both tables.

Choosing and appointing

Ref	Company and trade	Scope agreed in writing (date)	Pre-qualification answers checked (date, by)	Accreditation (scheme, expiry)	Employers' liability (expiry)	Public liability (expiry)

Before they start, on site and at the finish

Ref	RAMS accepted (revision, date, by)	Workers inducted (date)	Cards and certificates checked (date, by)	Next expiry to watch	Health and safety file information received (date)	How they performed

Re-check each document before it expires, and update the row when the scope, the people or the RAMS change.

Based on: CDM 2015, regulations 8, 12, 13 and 15; HSE, Managing health and safety in construction (L153).

- CDM 2015, regulation 8: https://www.legislation.gov.uk/uksi/2015/51/regulation/8
- CDM 2015, regulation 12: https://www.legislation.gov.uk/uksi/2015/51/regulation/12
- CDM 2015, regulation 13: https://www.legislation.gov.uk/uksi/2015/51/regulation/13
- CDM 2015, regulation 15: https://www.legislation.gov.uk/uksi/2015/51/regulation/15
- HSE, Managing health and safety in construction (L153): https://www.hse.gov.uk/pubns/books/l153.htm

Blank template from The Site Book, October 2026. Fill it in for the actual job and site.