## Project Filing System

### 1.0 Project Management
- **1.01** Programme
- **1.02** PEP
- **1.03** Value Management
- **1.04** Risk Management
- **1.05** Change Control (F.5)
- **1.06** PM Instructions (F.38)
- **1.07** Early Warnings (F.33, F.34)
- **1.08** Compensation Events (F.35-37)
- **1.09** Handover Plan (F.32)
- **1.10** Final Accounts (F.13)
- **1.11** SWMP
- **1.12** Reports (F.31)
- **1.13** Non-email Correspondence
- **1.14** AICW
- **1.15** Project Directory (F.15)

### 2.0 Email

### 3.0 Appraisal & Approval
- **3.01** Business Case
- **3.02** Feasibility (PM.03)
- **3.03** Brief (PM.01)
- **3.04** PID (PM.02)
- **3.05** Capital Approval Board
- **3.06** Next Stage Plan
- **3.07** TAG
- **3.08** Insurers
- **3.09** National Bodies
- **3.10** Utilities
- **3.11** Public Consultation
- **3.12** Local Authority
- **3.13** 1851 Commission

### 4.0 Cost Management
- **4.01** Cost Plan (F.44)
- **4.02** Cost Reports (F.45)
- **4.03** Invoices
- **4.04** Purchase Orders and Quotations
  - Project Cost Spreadsheet.xls

### 5.0 Meetings
- **5.01** Client
- **5.02** Project Manager
- **5.03** Design Team
- **5.04** Principal Designer
- **5.05** Enabling Works
- **5.06** Main Contractor

### 6.0 Design
- **6.01** Specifications
- **6.02** Surveys
- **6.03** Drawings
- **6.04** Photographs
- **6.05** Design Stage Reports
- **6.06** Specialist Reports
- **6.07** Room Data Sheets

### 7.0 Procurement
- **7.01** Tender
- **7.02** Appointments/Fees
- **7.03** Novation
- **7.04** Contract
- **7.05** Procurement Strategy
- **7.06** Approved Supplier Scoring

### 8.0 Construction Operations
- **8.01** Site Surveys/Investigations
- **8.02** Asbestos (F.2)
- **8.03** Decant Contractor
- **8.04** Enabling Works
- **8.05** Demolition
- **8.06** Main Contractor
  - Supervisors
  - Technical Submissions (F.41)
  - Risk/Method Statements
- **8.07** Engineering Inspections
- **8.08** BEMS
- **8.09** Metering
- **8.10** Fire
- **8.11** Testing and Commissioning
- **8.12** Handover & Completion (F.14, F.39)
- **8.13** Manuals
- **8.14** Defects (F.6, F.9)
- **8.15** Post Project Review
- **8.16** Post Project KPI

### 9.0 Health & Safety
- **9.01** H&S Plan
- **9.02** HSE Notification
- **9.03** H&S Reporting (F.49)
- **9.04** CDM Notification (F.3, CDM Reports)
- **9.05** Safety Induction (F.4, F.17)

### 10.0 BIM (electronic filing only)

### 11.0 Incoming for Approval (electronic filing only)

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Indicates documents retained for archive at **project completion**