

Contractor RAMS Review and Pre-start Verification

Editable checklist, action record and decision trail

Completing this record does not approve RAMS, prove that controls exist in practice, establish that the work is safe or authorise work to begin. Document review, checks at the work location and any permit or authorisation process remain distinct. Accountable decisions stay with the people who hold the appropriate competence and authority.

This is a practical framework, not a legal procedure prescribed for every organisation or task. Adapt it to the work, contractual arrangements, relevant dutyholder roles and your organisation's controls. The legal references concern Great Britain; Northern Ireland has separate legislation and regulatory guidance.

Job and document details

Contractor		Project or contract	
Task		Exact work location	
Planned date and time		Site or client	
RAMS title		RAMS version and issue date	
Review owner		Review started	

How to use this printable record

1. Complete Stage 1 from the submitted documents and record the evidence supporting each response.
2. Put material gaps, questions, dependencies and specialist referrals into the action record.
3. Record one human-selected document-review outcome. No numerical score or automatic pass is produced.
4. Complete Stage 2 at the work location and record the separate local decision, permit or authorisation reference where required.

Stage 1 - Contractor RAMS document review

Record what the submitted documents actually say. Mark one response: Y = Yes, N = No, Clarify = Needs clarification, or N/A = Not applicable. A Yes should be supported by evidence; N/A should include a reason.

Ref	Review area	Review question	Response	Evidence, finding or action
1.1	Submission and scope	Does the submission identify the contractor, project, exact work location, task and planned timing?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
1.2	Submission and scope	Are the document version, issue date and responsible author or reviewer clear?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
1.3	Submission and scope	Are the scope, exclusions and limits of the work defined?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
1.4	Submission and scope	Does the submission reflect the site, client and pre-construction information supplied?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
1.5	Submission and scope	Are interfaces with occupants, members of the public, other contractors and nearby activities addressed?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
2.1	Risk assessment	Are the hazards specific to the task, location, equipment and expected conditions?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
2.2	Risk assessment	Does the assessment identify who may be harmed and how?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
2.3	Risk assessment	Are the existing and proposed controls clear enough to be understood and acted upon?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
2.4	Risk assessment	Are relevant specialist or task-specific assessments identified?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
2.5	Risk assessment	Are assumptions, dependencies and unresolved actions visible?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
2.6	Risk assessment	Where further controls are required, are the action owner and completion point recorded?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:

Ref	Review area	Review question	Response	Evidence, finding or action
2.7	Risk assessment	Is the reasoning clear, rather than relying only on a completed risk matrix or residual-risk score?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.1	Method statement	Does the method describe a logical sequence from arrival and set-up through completion and handback?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.2	Method statement	Are the proposed access arrangements, equipment, plant, materials and working methods clear?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.3	Method statement	Are controls described at the stage of work where they will be needed?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.4	Method statement	Is the method consistent with the hazards and controls in the risk assessment?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.5	Method statement	Are emergency, rescue or stop-work arrangements included where relevant?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.6	Method statement	Does the method explain how the area will be left secure and handed back?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
3.7	Method statement	Is any generic or copied wording contradicted by the actual job details?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
4.1	People, competence and coordination	Are supervision and other important responsibilities clear?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
4.2	People, competence and coordination	Are the necessary skills, knowledge, training, experience or authorisations identified?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
4.3	People, competence and coordination	Are induction, briefing and communication arrangements addressed?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
4.4	People, competence and coordination	Is coordination with other contractors, site teams and affected operations explained?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
4.5	People, competence and coordination	Do the proposed people, time and resources appear consistent with the described method?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:

Ref	Review area	Review question	Response	Evidence, finding or action
5.1	Supporting controls and dependencies	Are required permits, isolations, access controls or other authorisations identified?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
5.2	Supporting controls and dependencies	Are relevant supporting documents, certificates, inspection records or specialist assessments included or referenced?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
5.3	Supporting controls and dependencies	Are responsibilities belonging to the contractor, client, site team or another party distinguished?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
5.4	Supporting controls and dependencies	For construction work, is the submission consistent with relevant pre-construction information, the construction phase plan and CDM arrangements?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
5.5	Supporting controls and dependencies	Are dependencies that must be completed before work starts clearly recorded?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
6.1	Review record and consistency	Do names, dates, locations, equipment and work details agree across the submission?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
6.2	Review record and consistency	Have all missing, unclear or conflicting points been recorded?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
6.3	Review record and consistency	Has each required action been given an owner and completion point?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
6.4	Review record and consistency	Are the reviewed version, reviewer, date, outcome and reasoning recorded?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:
6.5	Review record and consistency	Can the selected outcome be supported by the evidence contained in the submission?	Y ☐ N ☐ Clarify ☐ N/A ☐	Evidence/ref: Finding/action: Action ID:

Document-review outcome

Record one operational outcome. The choice must be made by the appropriate reviewer and supported by the evidence and action record.

☐ Returned for revision
☐ Referred for specialist review
☐ Ready to progress to pre-start checks and authorisation

Reviewed version		Review date	
Reviewer		Specialist referral or record	

Reasoning and conditions	
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Ready to progress to pre-start checks and authorisation records completion of the document review only. It does not confirm site conditions, issue a permit or authorise the work.

Action record guidance

Use one action block for each material gap, clarification, dependency or specialist referral. Close an item only when the required evidence has been reviewed and the closure decision is recorded. Repeat or copy the action pages if more space is needed.

Actions, questions and revisions - page 1 of 3

A-001	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						
A-002	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						
A-003	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						

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A-004	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						

A-005	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						

A-006	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						

Actions, questions and revisions - page 3 of 3

A-007	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						
A-008	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						
A-009	Related review item		Status		Owner / completion point	
Gap, question or decision						
Required action or response						
Revision and closure record						

Stage 2 - Pre-start verification at the work location

Complete these checks at the work location. Do not complete this stage solely by rereading the documents. A permit, isolation or other authorisation remains a separate process where required.

Ref	Verification area	Check	Status	Evidence or local record	Verifier, date and notes
P1	Task and conditions	Do the actual task, location, timing and site conditions still match the reviewed submission?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P2	People	Are the expected workers and supervisor present?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P3	Competence and authority	Have any required competence or authorisation checks been completed?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P4	Communication	Have the current RAMS and any revisions been communicated and understood?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P5	Communication	Have the required inductions and briefings been completed?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P6	Equipment and controls	Are the specified equipment, plant and physical control measures present and suitable for use?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P7	Site arrangements	Are access, exclusion, emergency and welfare arrangements in place where applicable?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P8	Permits and isolations	Have required permits been issued and necessary isolations confirmed through the authorised process?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P9	Coordination	Has coordination with other work, occupants and affected people been confirmed?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P10	Outstanding actions	Have all outstanding document-review actions been closed?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P11	Change control	Have any changes to the conditions, people, equipment or proposed method been identified?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:

Ref	Verification area	Check	Status	Evidence or local record	Verifier, date and notes
P12	Change control	If a material change has been identified, has it been assessed through the applicable process before work begins?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:
P13	Accountable decision	Has the appropriate accountable person made the separate decision that work may start?	Confirmed ☐ Not confirmed ☐ Action ☐ N/A ☐	Evidence/ref: Local record:	Person: Date/time: Notes:

Record of the separate local decision or authorisation

This section records a decision made under the organisation's own process. It does not create authority, issue a permit or replace an isolation or permit-to-work record.

Local decision status		Decision or authorisation reference	
Accountable person		Role or authority	
Decision date and time		Permit or isolation references	
Conditions or notes			

If the task, conditions, people, equipment or proposed method have changed materially, stop and use the applicable change and assessment process before work begins.

Sources, scope and review notes

Reference links checked in September 2026. Check current legislation, official guidance, contractual arrangements and local controls before adopting this record.

Source	What it supports	URL
SIRV contractor RAMS review checklist	Detailed explanation of the two-stage framework and its boundaries	https://getsirv.com/2026/07/contractor-rams-review-checklist/
HSE - Managing risks and risk assessment at work	Hazards, affected people, controls, action ownership and review	https://www.hse.gov.uk/simple-health-safety/risk/steps-needed-to-manage-risk.htm
Management of Health and Safety at Work Regulations 1999, regulation 3	General risk-assessment duty in Great Britain	https://www.legislation.gov.uk/ukSI/1999/3242/regulation/3
HSE - Construction administration and method statements	Method-statement purpose and construction examples	https://www.hse.gov.uk/construction/safetytopics/admin.htm
HSE - Using contractors	Defining work, exchanging information, coordination and supervision	https://www.hse.gov.uk/pubns/indg368.htm
HSE - Contractors: roles and responsibilities	CDM contractor duties, competence, supervision and coordination	https://www.hse.gov.uk/construction/cdm/2015/contractors.htm
Construction (Design and Management) Regulations 2015	Current CDM legislation	https://www.legislation.gov.uk/ukSI/2015/51/contents
HSE - Appoint a competent person	General description of competence in health and safety assistance	https://www.hse.gov.uk/simple-health-safety/gettinghelp/index.htm
HSE - Permit to work systems	Permit distinction and relationship with risk assessment	https://www.hse.gov.uk/humanfactors/topics/ptw.htm

Use and handling notes

The appropriate reviewer depends on the work, organisation, contract and relevant dutyholder arrangements.

Refer specialist or technically complex matters to someone with suitable expertise.

Store and share completed records according to their sensitivity, retention requirements and your organisation's information controls.

Detailed guidance: <https://getsirv.com/2026/07/contractor-rams-review-checklist/>