**Principal Designer Scope of Services**

The key duties of the Principal Designer are as follows:

* Obtain relevant information from the client.
* Assist the client to prepare the project brief.
* Assist the client to see that the designers have sufficient skills, knowledge, experience and the capacity to carry out the work.
* Assist the client to prepare the pre-construction information.
* Plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of the project.
* Prepare and provide relevant information to other duty holders.
* Provide relevant information to the Principal Contractor to help them plan, manage, monitor and co-ordinate health and safety in the construction phase.
* Liaise with and assist the Principal Contractor during the Construction Phase including obtaining details about any proposed changes to the design that could have an impact upon health and safety during the structure’s
* construction, maintenance, cleaning and where relevant, its use as a workplace.
* Continue to collate the health and safety file during the Construction Phase.
* Notify the project to the enforcing authorities, where required, by submitting the F10 form.
* Attend Project Team Meetings as necessary during the Pre-Construction and Construction Phases.