

Building Safety Act compliance checklist for AEC firms



This detailed checklist ensures your firm is fully prepared to comply with the UK Building Safety Act (BSA). It covers everything from understanding regulatory requirements to implementing systems for documentation, accountability and audit-readiness.



1. Understand the Building Safety Act and its scope

Familiarise with key provisions:

- ☐ Understand the golden thread of information, its requirements, and implementation.
- ☐ Review regulations specific to high-rise residential and high-risk buildings.

Determine applicability:

- ☐ Identify which of your projects fall under the scope of the BSA based on building type and risk classification.

Review Grenfell Tower Phase 2 report recommendations:

- ☐ Assess how the findings impact your compliance strategy, especially regarding accountability and record-keeping.



2. Establish the Golden Thread of Information

Create a golden thread framework:

- ☐ Develop a process for maintaining a continuous, traceable record of building safety information.

Digital record-keeping:

- ☐ Store all documents, emails, and safety data digitally in a secure, accessible system.
- ☐ Use standardised formats for documents to ensure consistency.

Documentation coverage:

- ☐ Initial design and building specifications.
- ☐ Material data sheets.
- ☐ Fire safety strategies and inspection reports.
- ☐ Maintenance schedules and updates.



3. Define roles and responsibilities

Establish role accountability:

Define roles for:

- ☐ **Principal Designer:** Oversees compliance with design safety requirements.
- ☐ **Principal Contractor:** Ensures safety standards during construction.
- ☐ **Accountable Person:** Responsible for maintaining compliance post-occupancy.

Document roles clearly:

- ☐ Include role descriptions in project documentation and contracts.

Communicate responsibilities:

- ☐ Share clearly defined responsibilities with team members and stakeholders.



4. Optimise communication management

Centralise communications:

- ☐ Use a system to consolidate project communications, including emails, safety discussions, and inspection approvals.

Establish filing standards:

- ☐ Develop a standardised naming and tagging system for emails and files to ensure quick retrieval.



5. Prepare for audits and inspections

Develop an audit-readiness plan:

- ☐ Organise documents into easily accessible categories, such as:
 - ▶ Safety approvals
 - ▶ Inspection reports
 - ▶ Design changes
- ☐ Conduct internal audits to identify gaps in compliance.

Ensure accessibility:

- ☐ Store all project records in a centralised, searchable location for quick retrieval during audits.

Simulate external audits:

- ☐ Perform mock audits to test your team's preparedness and address any weak points.





6. Conduct regular compliance reviews

Schedule internal compliance audits:

- ☐ Review safety documentation and communications quarterly or at key project milestones.
- ☐ Conduct internal audits to identify gaps in compliance.

Identify gaps:

- ☐ Check for missing or incomplete documentation and rectify issues immediately.

Update processes:

- ☐ Adjust documentation procedures as regulations evolve or projects grow in complexity.



7. Enhance record-keeping processes

Lifecycle documentation:

- ☐ Maintain records from project initiation to post-occupancy. Include:
 - ▶ Initial risk assessments
 - ▶ Ongoing maintenance and inspection reports
 - ▶ Safety communication logs

Archive all communications:

- ☐ Include emails, meeting notes, and change requests in a secure, centralised repository.



8. Implement digital tools for compliance

Adopt a document management system:

Ensure it supports:

- ☐ Assisted filing
- ☐ Advance search

Integrate communication tools:

- ☐ Use systems that integrate with email and project management tools to streamline workflows. Conduct internal audits to identify gaps in compliance.

Invest in security:

- ☐ Ensure your system meets data protection standards and prevents unauthorised access.



9. Stay informed on regulatory updates

Subscribe to industry news:

- ☐ Follow updates on the BSA and related regulations through trusted sources like:
 - ▶ RIBA (Royal Institute of British Architects)
 - ▶ UK Government websites
 - ▶ Construction industry forums

Engage in continuous education:

- ☐ Attend events and discussions to stay ahead of evolving requirements.

Participate in compliance webinars:

- ☐ Provide regular training for team members on BSA updates and compliance best practices.



10. Engage stakeholders transparently

Share compliance updates:

- ☐ Keep building owners and residents informed about safety measures and compliance efforts.

Maintain a communication plan:

- ☐ Develop a clear strategy for responding to compliance inquiries or audit requests.

Demonstrate accountability:

- ☐ Use well-organised records to show stakeholders your commitment to safety and transparency.

Key documents checklist

Ensure the following documents are complete, up-to-date, and accessible:

- ☐ Building plans and specifications
- ☐ Risk assessments and mitigation strategies
- ☐ Fire safety and evacuation plans
- ☐ Inspection and maintenance reports
- ☐ Safety communication logs (e.g., emails, meeting notes)
- ☐ Contracts and role assignments

Next steps

To ensure full compliance with the Building Safety Act across all projects, utilise this checklist as a reference point. Begin by establishing robust documentation and communication systems that are specifically designed to meet compliance standards.

By following this comprehensive checklist, your AEC firm can stay organised, compliant, and prepared to meet the highest safety and accountability standards.

Download The golden thread of information and Building Safety Act updates: A guide for UK AEC firms to learn more.

[Learn more](#)

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