



OUTPUT 10 — EVIDENCE PACK CHECKLIST

● IN PROGRESS · 32 OF 40 CAPTURED

BAI-EVD-SMC-HER-001 · REV 01

Evidence Pack Checklist

Defines what evidence has to be captured during the works and retained for the project record. Sets the standard for photographs, briefings, inspections, certificates and sign-offs. **No handover until the pack is closed.**

PROJECT

Heritage Roof & Lead Flashing Restoration

St Magdalene's Chapel,
Magdalene Lane,
Salisbury SP1 2HE ·
Grade II listed



Client Salisbury Cathedral Trust

Contractor Built AI

Conservation Officer Salisbury District Council

RAMS reference BAI-RAMS-SMC-HER-001

Programme Weeks 1-3 of 3 · in progress

TOTAL ITEMS

40

CAPTURED

32

80% complete

OUTSTANDING

8

PACK STATUS

In progress

across 6 categories		action required before handover	handover gated by closure
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AI-ASSISTED This evidence pack checklist was generated from the project type (heritage / listed building works), the RAMS scope and the Conservation Officer pre-start agreement. The list reflects both routine RAMS evidence requirements and heritage-specific obligations. **The competent person retains responsibility for capture, retention and final handover of all evidence items.**

HERITAGE OVERLAY — LISTED BUILDING REQUIREMENTS

This is a **Grade II listed building**. The evidence pack overlays standard RAMS evidence requirements with the heritage protocol agreed with the Conservation Officer at the pre-start meeting. **Heritage-specific evidence items must be captured and retained for the Cathedral archive even if not strictly required for RAMS purposes.** No item should be considered “closed” until the Conservation Officer has acknowledged receipt.



PHOTOGRAPHIC RECORD

Baseline, in-progress and completion photography — heritage evidence trail

6/8 captured · 2 outstanding

01	Baseline survey photographs — full perimeter elevation All four elevations + roof condition · pre-works CAPTURED	Format Digital · 12MP minimum · geo-tagged	Site supervisor	● CAPTURED
02	Baseline survey photographs — close detail Lead flashing condition, slate condition, parapet stonework CAPTURED	Format Digital · close-up · zoom registered	Site supervisor	● CAPTURED
03	Heritage survey photographs — Conservation Officer reference Items requested by Conservation Officer at pre-start meeting CAPTURED	Format Digital · per Conservation Officer brief	Conservation Officer + Built AI	● CAPTURED
04	In-progress photography — daily record Each working day during intrusive activity CAPTURED	Format Digital · daily · timestamped	Site supervisor	● CAPTURED
05	Hidden detail photography — concealed elements Roof structure exposed during strip-back, lath condition, fixings CAPTURED	Format Digital · captured before re-cover	Site supervisor	● CAPTURED
06	Salvaged material photography Each batch of salvaged slate / lead / timber recorded OUTSTANDING	Format Digital · per batch · with reference no.	Site supervisor	● OUTSTANDING
07	Completion photographs — like-for-like comparison Each elevation matched to baseline · same angle	Format Digital · matched-pair set	Site supervisor	● CAPTURED

	CAPTURED			
08	Final approved photo set — Conservation Officer Curated set for Conservation Officer sign-off OUTSTANDING	Format Digital · ZIP archive · with index	Conservation Officer + Built AI	• OUTSTANDING



PERMITS & AUTHORISATIONS

Statutory consents, listed-building permissions, scaffold and access permits

6/7 captured · 1 outstanding

01	Listed Building Consent — copy on file Salisbury District Council · LBC ref retained CAPTURED	Format PDF · client-supplied	Client (Salisbury Cathedral Trust)	● CAPTURED
02	Conservation Officer pre-start agreement note Written record of pre-start meeting · scope and methodology CAPTURED	Format PDF · meeting minutes signed	Conservation Officer + Built AI	● CAPTURED
03	Built AI Work at Height Permit Daily WAH permit issued by site supervisor CAPTURED	Format Permit booklet · daily entry	Site supervisor	● CAPTURED
04	Scaffold handover certificate Sign-off by competent scaffold inspector — Tag scheme in operation CAPTURED	Format Hard copy + digital · TG20 compliance noted	Scaffold contractor + Built AI	● CAPTURED
05	Public protection / road closure permit Pavement licence for hoist position on Magdalene Lane CAPTURED	Format PDF · council-issued · in-date	Built AI	● CAPTURED
06	Hot Works Permit — soldering of lead flashings Daily permit for lead-soldering activity · fire watch noted CAPTURED	Format Permit booklet · per-shift entry	Site supervisor	● CAPTURED
07	Roof access authorisation Daily authorisation by Cathedral Trust premises manager OUTSTANDING	Format Daily sign-on sheet	Cathedral Trust + site supervisor	● OUTSTANDING



BRIEFINGS & TRAINING RECORDS

RAMS sign-off, daily toolbox talks, induction records

6/6 captured · 0 outstanding

01	RAMS briefing & sign-off — initial mobilisation All operatives signed against the issued RAMS CAPTURED	Format Sign-off sheet · countersigned by supervisor	Site supervisor	● CAPTURED
02	Site induction record — Cathedral Trust briefing Heritage handling, restricted areas, Cathedral protocol CAPTURED	Format Induction sheet · Cathedral Trust template	Cathedral Trust + Built AI	● CAPTURED
03	Daily toolbox talks — task-specific One per day, recorded against task CAPTURED	Format Talk sheet · all attendees signed	Site supervisor	● CAPTURED
04	Heritage handling briefing — salvage protocol Conservation Officer-delivered session · all operatives CAPTURED	Format Attendance + content record	Conservation Officer	● CAPTURED
05	Lead handling toolbox talk Specific to lead working — health surveillance reminder CAPTURED	Format Talk sheet + signatories	Site supervisor	● CAPTURED
06	Sub-contractor RAMS sign-off Scaffold contractor + roofing team specialists CAPTURED	Format Sign-off sheet · sub-contractor specific	Site supervisor	● CAPTURED



INSPECTIONS & TEST RECORDS

Scaffold weekly inspection, plant pre-use, completion inspection

4/6 captured · 2 outstanding

01	Scaffold weekly inspection — week 1, 2, 3 of works Tag-scheme inspections · TG20 compliant · competent inspector CAPTURED	Format Inspection certificate · weekly	Scaffold contractor ● CAPTURED
02	Plant pre-use inspection log — daily Hoist + power tools + lifting equipment CAPTURED	Format Daily check sheet	Site supervisor ● CAPTURED
03	Lead worker exposure monitoring Health-surveillance record per HSE LEAD-1 · pre & post works blood test OUTSTANDING	Format Health-surveillance form · medical-grade	Built AI HR + occupational health ● OUTSTANDING
04	Roof structure inspection — pre-rebuild Conservation Officer attendance · timber condition assessed CAPTURED	Format Joint inspection report · signed	Conservation Officer + Built AI ● CAPTURED
05	Final completion inspection — joint walk Cathedral Trust + Conservation Officer + Built AI OUTSTANDING	Format Joint walkover report · signed	All three parties ● OUTSTANDING
06	Materials / batch records — slate, lead, oak Source verification · provenance records · sustainability cert CAPTURED	Format Batch documentation · per material	Built AI procurement ● CAPTURED



CERTIFICATES & COMPLIANCE DOCUMENTATION

7/7 captured · 0
outstanding

Scaffolder certs, lead-soldering competency, materials
provenance

01	Scaffolding contractor competency certificates CISRS Advanced Scaffolder cards · in-date CAPTURED	Format Card copies · digital	Scaffold contractor	● CAPTURED
02	Lead worker competency certificates Lead-soldering competency · BS EN 12588 awareness CAPTURED	Format Certificate copies · in-date	Built AI	● CAPTURED
03	Slating competency — heritage BM TRADA / IHBC equivalent for natural slate work on listed buildings CAPTURED	Format Certificate copies · in-date	Built AI	● CAPTURED
04	Insurance — public liability £10m public liability + £2m product liability CAPTURED	Format Certificate · in- date · client- approved	Built AI insurance broker	● CAPTURED
05	Insurance — professional indemnity £5m PI cover for design / specification advice CAPTURED	Format Certificate · in- date	Built AI insurance broker	● CAPTURED
06	Materials sustainability statements — oak, slate FSC / chain of custody for replacement timber · slate provenance CAPTURED	Format Documentation per material	Built AI procurement	● CAPTURED
07	Waste transfer notes — segregated streams Lead recovered for recycling · slate salvaged · timber off-cuts	Format Hauler-issued WTNs · per uplift	Site supervisor	● CAPTURED

	CAPTURED			
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 SIGN-OFFS & HANDOVER DOCUMENTATION 3/6 captured · 3 outstanding Phase sign-offs, snagging closure, final handover record				
01	Phase 1 sign-off — strip-back complete Sign-off by Conservation Officer before re-cover starts CAPTURED	Format Phase sign-off sheet · counter-signed	Conservation Officer + Built AI	● CAPTURED
02	Phase 2 sign-off — re-cover complete, flashings sealed Visual inspection at completion of slating and lead-work CAPTURED	Format Phase sign-off sheet · counter-signed	Conservation Officer + Built AI	● CAPTURED
03	Snagging schedule — defect log + closure Items raised, owner, target date, closed date OUTSTANDING	Format Snagging schedule · live document	Site supervisor + Cathedral Trust	● OUTSTANDING
04	Final RAMS QA sign-off (Output 11) RAMS QA Checklist signed off · advisory items closed CAPTURED	Format QA Checklist · signed off	Built AI QA function	● CAPTURED
05	Heritage record of works — for archive Detailed photographic + written record for the Cathedral archive OUTSTANDING	Format Bound record · digital + hard copy	Conservation Officer + Built AI	● OUTSTANDING
06	Final handover certificate Cathedral Trust formally accepts works as complete and compliant OUTSTANDING	Format Handover certificate · signed	Cathedral Trust + Built AI	● OUTSTANDING

OUTSTANDING EVIDENCE — ACTION REQUIRED BEFORE HANDOVER

8 evidence items remain outstanding. Each one must be captured, retained and acknowledged by the responsible owner before the final handover certificate can be issued. Outstanding items are concentrated in:

■ Health-surveillance for lead workers

—
pre
and
post-
works
blood-
test
results
to
be
issued
by
occupational
health.

■ Final approved photo set

for
Conservation
Officer
review
—
curation
in
progress.

■ Final completion inspection — joint walk

—
to
be
scheduled
at
end
of
week
3.

■ Snagging schedule closure

—
defects
raised
in
Phase
2
sign-
off
to
be
closed.

■ Heritage record of works for the Cathedral archive

—
bound
record
being
prepared.

■ Final handover certificate

—
gated
by
all
of
the
above.

EVIDENCE PACK — BUILT AI

Pack confirmation

I confirm that this evidence pack reflects the agreed scope and the Conservation Officer's heritage protocol. All items captured to date have been verified, indexed and retained. Items marked outstanding are in active progress with the responsible owner.

HERITAGE ACCEPTANCE — CONSERVATION OFFICER

Heritage record acceptance

I confirm that the heritage-specific evidence items have been captured to the standard agreed at pre-start. The bound record of works is acceptable for the Cathedral

SITE SUPERVISOR + ROLE

SIGNATURE + DATE

archive, and the photographic record is complete and indexed.

CONSERVATION OFFICER + ROLE

SIGNATURE + DATE

ABOUT THIS DOCUMENT

RAMS Factory™ Output 10 — Evidence Pack Checklist. Prepared by Built AI for the heritage roof restoration at St Magdalene's Chapel, Salisbury (Grade II listed). This is a demonstration document. All client and site details are fictionalised. Final handover gated by closure of all outstanding evidence items.

OUTPUT 10 OF 11

01-09 Earlier outputs

→ 10 Evidence Pack Checklist

11 RAMS QA Checklist

DOCUMENT CONTROL

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Revision · 01

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Author · Built AI

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