



OUTPUT 01 — RAMS JOB INTAKE FORM

● COMPLETED · FOR REVIEW

BAI-JIF-EXH-R00F-001 · 02 MAY 2026 · REV 01

RAMS Job Intake Form

Captures the job brief, site location, working conditions, live environment risks, permits, isolations, welfare, emergency arrangements and high-risk triggers before drafting begins. **No RAMS should be drafted without a completed intake.**

CLIENT	SITE	WORK TYPE	INTAKE REFERENCE
Halo Property Group Asset Management · UK	Exchange House Kings Road, Reading RG1 2AB	Reactive FM Emergency / Minor Works	BAI-JIF-EXH-R00F-001 Prepared by Built AI · 02.05.2026

AI-ASSISTED This intake form was completed using AI-assisted structured capture as part of the **RAMS Factory™** workflow. All information entered has been reviewed and confirmed by a competent person. This document is **Output 01 of 11** — it gates the start of the RAMS production process. No method statement or risk assessment should be drafted until this intake is signed off.

JOB IDENTIFICATION

S1

Document reference

BAI-JIF-EXH-R00F-001

Job title

Emergency Temporary Roofing & Water Ingress Make-Safe

Work type

Reactive FM — Emergency / Minor Works

Date of intake

02 May 2026

Intake completed by

R. Carver · Built AI Site Operations

RAMS reference to follow

BAI-RAMS-EXH-R00F-001

Applicable standards

CDM 2015 · PASMA / IPAF (WAH) · HSE guidance WIS · BS 8000-4

CLIENT, SITE & ACCESS DETAILS

S2

Client

Halo Property Group

Site name

Exchange House

Site address

Kings Road, Reading, Berkshire **RG1 2AB**

Building description

7-storey B2B office building — fully occupied, shared tenanted building

Floors affected

Roof level (flat roof section, north-west corner) · Floors 5, 6 and 7 — water ingress below

Area of roof affected

Approximately 120 m² — flat roof, bituminous felt layer, pre-2000 construction

Site contact

Site contact / building manager — confirmed at mobilisation

Rooftop access route

Internal stairwell from ground floor — shared with tenants — lift not suitable for plant/materials

Materials delivery / lifting

Mechanical hoist to roof via rear courtyard — hoist operator required

Parking / loading

Loading bay — rear service road access only — no materials on public pavement

Site induction required

● **YES — building induction and roof access authorisation required**

Out-of-hours access

- **Emergency escalation basis only — pre-agreed with client**

SCOPE OF WORKS

S3

Primary scope

Emergency temporary waterproofing overlay to flat roof section (approx. 120 m²) following storm damage

Secondary scope

Investigation and clearance of blocked parapet gutters and downpipes — north elevation

Make-safe scope

Make-safe of two affected office areas below (floors 5 and 6) — ceiling inspection, temporary drip containment, floor protection

Exclusions

Permanent roofing works, structural investigation, asbestos works if encountered — separate instruction required

Expected duration

3-4 days (reactive response, weather-dependent)

Concurrent operations

Building fully occupied throughout — all works to avoid disruption to tenants

WORKING HOURS & ENVIRONMENT

S4

Primary working hours

07:30 – 16:30 · Monday – Friday

Rooftop access hours

After 08:30 daily — building manager authorisation required before each roof access

Weekend works

- **Emergency weather-dependent response only — client to confirm**

Building occupation status

- **Fully occupied throughout — live office environment, all three affected floors remain in use**

Public exposure

- **Rooftop parapet overlooking public courtyard — edge protection and exclusion zone required**

Adverse weather risk

- **Storm damage event — continued adverse weather possible — suspend rooftop works if wind >16 m/s**

Noise sensitivity

- **Office tenants below and adjacent — power tools limited — impact drilling to avoid 09:00-09:30 and 12:30-13:30**

WELFARE ARRANGEMENTS

S5

Welfare provision

Building canteen agreed with building manager — ground floor, available 08:00-16:00

Sanitary facilities

Building facilities available — agreed access confirmed at induction

Rest area

Ground floor reception area — agreed with building manager

Drinking water

Available in building — built AI to bring contingency supply if access disrupted

First aid kit

● **On-site first aid kit required — carried by supervisor**

Eye-wash station

Available in welfare / building first aid point

PPE storage

Laydown in rear courtyard — hoist landing area — agreed with building manager

S6 — HIGH-RISK TRIGGER REVIEW Complete all triggers before proceeding

Work at height (>2m)

Rooftop works at 7-storey parapet level — edge protection, PASMA/IPAF, WAH permit

● **REQUIRED**

Asbestos risk

Pre-2000 flat roof construction — bituminous felt layer — asbestos survey required before disturbance

● **ADVISORY / FLAG**

Electrical services

External cabling/conduit on roof — trace and identify before works begin

● **ADVISORY / FLAG**

Gas services

Not applicable to this scope

● **NOT APPLICABLE**

Confined space

Not applicable to this scope

● **NOT APPLICABLE**

Lifting operations

Mechanical hoist to roof — hoist operator, lift plan, exclusion zone required

● **REQUIRED**

Hot works

Cold-applied overlay specified — no torch work — hot works permit NOT required

● CLEAR

Live environment (occupied)

Fully occupied building — segregation, access control, noise management required

● REQUIRED

Structural/loading concerns

Roof loading — structural survey to confirm hoist and material weights acceptable

● ADVISORY / FLAG

Environmental / drainage

Roof run-off — temporary waterproofing — no chemical discharge risk

● CLEAR

COSHH substances

Cold-applied membrane and primer — SDS required (see S8)

● ADVISORY / FLAG

Specialist competency

WAH-trained operatives, PASMA/IPAF, lift operator required

● REQUIRED

S7 — PERMITS & ISOLATIONS REQUIRED

Confirm before mobilisation



Work at Height Permit

Issued by building manager — rooftop specific



Roof Access Authorisation

Daily sign-on required — building manager



Lifting Permit (hoist)

Hoist in rear courtyard — lift plan required



Asbestos Awareness Check

Survey required before disturbance — FLAG



Hot Works Permit

Not required — cold-applied works only



Electrical Isolation Permit

No electrical isolation within scope



Gas Isolation Permit

Not applicable to this scope



Water Isolation Permit

Investigation only — no system drain-down



Structural Loading Confirmation

Roof load check advisory — FLAG



CDM F10 / Notification

Client to confirm notification obligations



Confined Space Entry

Not applicable to this scope



PPE and Site Rules Briefing

Building induction — mandatory before access

COSHH SUBSTANCES IDENTIFIED

S8

Cold-applied waterproofing membrane

- **SDS required — obtain from manufacturer before mobilisation**

Solvent-based primer (if applicable)

- **SDS required — ventilation controls — RPE if in enclosed area**

Bituminous felt (existing, if disturbed)

- **Asbestos survey to confirm before disturbance — do not disturb until confirmed clear**

Cleaning agents / degreasers

- **Standard cleaning products — gloves and eye protection — SDS available**

Drain-clearing chemicals

- **Not within scope — mechanical clearance only**

COSHH assessment required

- **YES — COSHH Index (Output 06) to be completed before mobilisation**

EMERGENCY ARRANGEMENTS

S9

First aider on site

- **YES — qualified first aider (Built AI supervisor) to be confirmed before mobilisation**

Assembly point

Rear service road / Kings Road entrance — confirmed with building manager

Emergency services access

Via rear service road — keep clear at all times — no plant or materials to obstruct

Nearest A&E

Royal Berkshire Hospital, London Road, Reading — 0.8 miles / approx. 5 min by car

Gas emergency procedure

Not applicable — no gas works in scope

Falls from height procedure

Stop works immediately — activate emergency services — do not move fallen person — inform building manager and Built AI supervisor immediately

Adverse weather stop-work trigger

Sustained wind speed >16 m/s or lightning — descend from rooftop immediately — suspend works

Building evacuation

Follow building manager's evacuation procedure — briefed at induction

Emergency contact (client)

Halo Property Group — 24hr facilities line — number confirmed at mobilisation

Incident reporting

RIDDOR as applicable — Built AI internal reporting procedure — report to supervisor immediately

COMPETENCY & ROLE REQUIREMENTS

S10

Site supervisor

SMSTS or equivalent — Built AI qualified — present at all times during intrusive works

Rooftop operatives

WAH-trained — PASMA and/or IPAF as applicable to access equipment used — confirmed before mobilisation

Hoist operator

CPCS or NPORS — appropriate plant category — confirmed before hoist delivered

Asbestos awareness

All operatives — minimum asbestos awareness training (Cat A) required — confirm at induction

Competency matrix (Output 09)

- **RAMS Factory Competency & Training Matrix to be completed and attached before mobilisation**

INTAKE SUMMARY & FLAGS FOR RAMS DRAFTING

S11

High-risk triggers identified

4 × REQUIRED · 4 × ADVISORY — see Section S6

Permits confirmed

5 × YES · 2 × FLAG · 5 × NOT APPLICABLE — see Section S7

COSHH flags

- **SDS required for membrane and primer — Output 06 (COSHH Index) to be completed**

Asbestos flag

- **CRITICAL — roof survey required before any disturbance — do not proceed without clearance**

Structural flag

- **Hoist and material load to be confirmed against roof load rating**

Key RAMS drafting notes

WAH method central to method statement — edge protection, WAH equipment, MEWP if required, banksman for hoist — asbestos trigger must be reflected in risk assessment

Evidence Pack required

- **Output 10 (Evidence Pack Checklist) to be completed — photo record, permit copies, briefing sign-off, cube test N/A**

Ready to proceed to drafting

- **CONDITIONAL — asbestos survey and structural load check must be resolved before RAMS issued**

Intake confirmation — Built AI

I confirm that this intake form has been completed accurately based on information available at the date of preparation. I understand that any changes to site conditions, scope or access must be reflected in a revised intake before RAMS issue.

COMPLETED BY (NAME + ROLE)

SIGNATURE + DATE

Client / site confirmation

I confirm that the site details, access arrangements and constraints set out in this intake form are correct. I understand that this intake gates the RAMS production process.

CLIENT REPRESENTATIVE (NAME + ROLE)

SIGNATURE + DATE

ABOUT THIS DOCUMENT

RAMS Factory™ Output 01 — Job Intake Form. Prepared by Built AI for the emergency temporary roofing works at Exchange House, Reading. This is a demonstration document produced to illustrate the RAMS Factory™ intake workflow. All client and site details are fictionalised.

OUTPUT 01 OF 11

→ 01 Job Intake Form

02 Task Sequence Builder

03 Hazard-Risk-Control Matrix

04 PPE, Plant & Equipment

05 Permits & Isolations

06–11 Further outputs...

DOCUMENT CONTROL

Ref · BAI-JIF-EXH-ROOF-001

Revision · 01

Date · 02-05-2026

Author · Built AI

Status · For review

