



PRINCIPAL DESIGNER (BUILDING REGULATIONS) POLICY

This policy applies to the Director and associated persons of EDGEdesign Ltd.

1. Purpose of This Policy

This policy sets out how our organisation fulfils its duties as **Principal Designer (Building Regulations)** under **Part 2A of the Building Regulations 2010**, as introduced by the **Building Safety Act 2022**. It defines the systems, processes, and governance we use to plan, manage, and monitor design work to ensure that building work complies with all applicable requirements.

2. Scope

This policy applies to:

- All projects where we are appointed as **Principal Designer (Building Regulations)**.
- All employees, consultants, and subcontracted designers engaged in design work under our control.
- All stages of design, from concept to technical design and construction support.

3. Our Principal Designer Duties

In line with statutory requirements, we will:

- **Plan, manage, and monitor** design work to ensure compliance with the Building Regulations.
- **Coordinate** designers and ensure they cooperate with each other.
- **Ensure design risks are identified, eliminated, or reduced** so far as reasonably practicable.
- **Ensure only competent designers** are appointed or allowed to work on the project.
- **Provide Building Control/the Building Safety Regulator with accurate, complete, and timely information** to demonstrate compliance.



- **Maintain a clear audit trail** of design decisions, compliance checks, and risk management actions.

4. Competence Record

We maintain a competence records to ensure all individuals and teams meet the competence requirements set out by the Building Safety Regulator.

4.1 Competence Requirements

We assess competence based on:

- Skills
- Knowledge
- Experience

4.2 Competence Verification

- All designers must undergo competence checks before appointment.
- External designers must provide evidence of qualifications, CPD, and relevant experience.
- Competence records are maintained in a central register.

4.3 Training & CPD

- Company updates, training and CPD's as necessary on Building Regulations updates.
- Specialist training for higher-risk building categories.

5. Design Management Procedures

We operate a structured design management process aligned with industry best practice, including RIBA's Principal Designer guidance.



5.1 Design Responsibility Matrix

A matrix is created for each project to define:

- Roles
- Responsibilities
- Consultations
- Checking and verification responsibilities

5.2 Design Reviews

Where applicable design reviews occur at:

- Concept design
- Developed design
- Technical design
- Pre-construction
- Post-change control

5.3 Monitoring & Coordination

- Regular coordination meetings with all designers.
- Tracking of design actions.
- Record and escalate unresolved compliance concerns.

6. Compliance Assurance Procedures

We maintain documented procedures to ensure all designs comply with the Building Regulations.

6.1 Compliance Checklists

Checklists are completed for each relevant Approved Document, including:

- A – Structure
- B – Fire Safety
- C – Site Preparation & Moisture
- D – Toxic Substances
- E – Sound
- F – Ventilation
- G – Sanitation & Water
- H – Drainage
- J – Combustion Appliances
- K – Protection from Falling
- L – Energy Efficiency
- M – Accessibility
- O – Overheating
- P – Electrical Safety
- Q – Security
- R – Infrastructure for communications
- S – Infrastructure for charging electric vehicles
- T – Toilet Accommodation

6.2 Evidence Management

We maintain:

- Calculation packages
- Specifications
- Fire strategies
- Manufacturer data
- Design risk assessments

6.3 Change Control

All design changes must:

- Be reviewed for regulatory impact
- Be approved by the Principal Designer
- Be recorded

7. Design Risk Management

We maintain a design risk register to ensure compliance with statutory duties.

7.1 Risk Identification

Designers must identify hazards and propose mitigation measures.

7.2 Risk Communication

Residual risks are:

- Documented
- Communicated to the Principal Contractor and Client
- Included in handover information

7.3 Audit Trail

All risk decisions are logged and retained.

8. Information Management

Data is stored on a secure server to manage design information securely.

8.1 Version Control

All documents are version-controlled with clear approval workflows.

8.2 Access Control

Only authorised personnel may upload or approve design information.



8.3 Record Keeping

We retain:

- Meeting minutes
- Compliance evidence
- Risk registers
- Design change logs

9. Communication & Coordination Protocols

We maintain structured communication procedures to ensure effective collaboration.

9.1 Communication Channels

- Email
- Scheduled coordination meetings

9.2 Conflict Resolution

- Technical conflicts are escalated to the Principal Designer for resolution.

10. Quality Assurance & Continuous Improvement

Regular audits assess:

- Compliance with this policy
- Effectiveness of design management
- Accuracy of compliance evidence

Post-project reviews:

- Allow critical analysis of completed projects allowing lessons to be learned.
- Identify improvements for future projects.

11. Policy Review

This policy is reviewed annually or following regulatory changes.



12. Client Responsibilities

We ensure clients understand their duties, including:

- Appointing competent dutyholders
- Providing relevant information
- Allowing sufficient time and resources

Please contact the Director, Dale Webster, if you wish to discuss any issue that is covered by this policy. EDGEdesign Ltd reserves the right to change this policy prior to the review date where exceptional circumstances apply.

The Director of EDGEdesign Ltd approved this policy on the 20th March 2026.

Signed:

A handwritten signature in black ink that reads "Dale Webster". The signature is written in a cursive style and is underlined with a single horizontal line.

Dale Webster, Director
(Signed on behalf of EDGEdesign Ltd)

Next review date: September 2026