

Specifying Software for your Building Safety Management System/Checklist

This checklist sets out a series of requirements, principles and questions Accountable Persons/Principal Accountable Persons (along with Responsible Persons supporting the AP/PAP) should be considering for their current and any future software platform designed to support and meet the requirements of the Building Safety Act 2022 (and associated legislation).

The checklist is based upon guidance issued by both the Department for Levelling Up, Housing and Communities (DLUHC), The Health and Safety Executive (HSE), acting as Building Safety Regulator and the Building Regulations Advisory Council (BRAC) who have advised DLUHC on the principles for managing information relating to the golden thread.

Basic Considerations

- ☐ Who owns and maintains the software solution?
- ☐ Whose data is it?
- ☐ Who has legal title access to the data?
- ☐ Who is accountable – has context in respect of who is accountable for which areas and scope (where there are multiple APs)?
- ☐ The design of the software and system allows suitable and sufficient capabilities to review, interrogate and monitor the safety management system and performance (including how prompt actions are taken)?

Basic Requirements – Accountable and Principal Accountable Persons

- ☐ Is accessible and useable to discharge their duties.
- ☐ Is capable of including and storing the evidence to support any claim of safety.
- ☐ Holds various duty holders to account e.g. agents (responsible persons), residents etc.
- ☐ Shows how building safety risks are managed now and, in the future, along with their status.
- ☐ Is accurate, structured and allows verification and validation of the information.
- ☐ Includes a clear and easy to use “change control” process.
- ☐ Provides data and information security.
- ☐ Tracks management arrangements against defined requirements for all duty holders.
- ☐ Reduces the risk of duplication and risk of lagging or out of date information.
- ☐ Adopts clear and consistent terminology and approach.

Specific Requirements – the system should...

- ☐ Fully support your safety management system – its approach and objectives, its policies, procedures, arrangements, its inspections, maintenance regimes, validation processes etc.
- ☐ Monitor and manage your safety case and safety case report information and performance.
- ☐ Deliver secure access and reporting aimed at the Accountable and Principal Accountable Person to assure that the building(s) is/are safe.

- ☐ Ensure accountability at every level from clients and accountable persons is clear.
- ☐ Allow inspections and checks to automatically feed your compliance and task management arrangements.
- ☐ Track changes easily – e.g., refurbishments and the like.
- ☐ Store and manage information and data in an easily accessible “structured digital form.”
- ☐ Allow accountable persons and others who manage the building to use it easily and understand what their current position is.
- ☐ Include all the evidence (notes, documents, images etc.) to support your claims of safety in your safety case regarding management and risk claims – specifically in respect of building safety management.
- ☐ Hold people to account for their actions and inactions and monitors performance.
- ☐ Show the user how building safety risks are understood through review, update and management.
- ☐ Allow users to check building safety information is accurate and allows verification and validation.
- ☐ Include a clear “document control” process – setting who and how information, documentation and records should be updated.
- ☐ Have functionality to capture, report and monitor mandatory occurrences and other events.
- ☐ Track your ongoing management arrangements – your inspections, your maintenance arrangements etc. and deliver reporting to support any claims.
- ☐ Be capable of managing all building safety issues (fire and structure) now and in the future.
- ☐ Include building safety related data records for building safety – details of the external wall, key building information etc. ready for transfer to other Accountable and Principal Accountable Persons (and others) – such as during disposal or transfer.
- ☐ Be configurable (quickly and easily) to deal with changes in scope and coverage.
- ☐ Ensure effective management and maintenance of the information and data using recognised digital standards.
- ☐ Support effective resident engagement and record hierarchies around property, building and apartment information.
- ☐ Include clear and consistent terminology and approach to the management of building safety.

Principles of the Golden Thread – your software and system should be...

- ☐ Accurate and trusted – the information must be structured with validated information.
- ☐ Support the claim of managing safely and provide residents assurance.
- ☐ An enabler for better, more collaborative working and a force for change in culture.
- ☐ Utilising common data environments providing a “Single Source of Truth.”
- ☐ Data Secure with protocols and procedures included to maintain data and information security.
- ☐ Supportive and drive accountability at every level – design, construction, ownership, and management.
- ☐ Understandable and Consistent – provide clear understandable information focused on the user’s needs.
- ☐ Accessible – easy to use, find information, extract, and update.

- ☐ Shareable – information formatted for easy handover using different software systems and approaches.
- ☐ Hold “Relevant / Proportionate” information - specific, appropriate and useful information for the specific building.