

Building Safety Act: Principal Designer Checklist & Obligations

BSA

**Constructionline
is here to help**

Want to understand more about how the Building Safety Act affects Principal Designer duties and responsibilities?



Read our blog post about [Breaking down the blueprint – The Principal Designer Role](#)

READ BLOG



Explore our [BSA Hub and Resources](#) for expert guidance on the impact of the Building Safety Act legislation in the Construction Industry and the roles of responsible persons

READ MORE

Meet your Building Safety Act obligations with confidence. Use this **Building Safety Act Principal Designer Checklist** to ensure you have the right competencies and processes in place.



Confirm your role as 'Principal Designer'

- Are you the designer in control of the design work for this project?
- Are you part of the design team with direct influence over design decisions?



Core responsibilities

- Plan, manage and monitor the design work to ensure compliance with Building Regulations
- Cooperate and coordinate with:
 - ✓ Clients
 - ✓ Principal Contractors
 - ✓ Other dutyholders
- Communicate and share relevant information with all parties
- Liaise with the Principal Contractor to ensure:
 - ✓ Building and design work complies with all safety and regulatory requirements
 - ✓ Comments and feedback are reviewed and acted upon where necessary



Documentation demands

- Provide a document, within 28 days of your appointment ending, explaining how you fulfilled your duties
- If succeeding a previous Principal Designer, review their arrangements to ensure ongoing compliance



Competency requirements

- Demonstrate your organisational competence as per [PAS 8671: 2022](#), focusing on:
 - ✓ **Skills:** Relevant technical expertise
 - ✓ **Knowledge:** Building regulations, safety standards and compliance frameworks
 - ✓ **Experience:** Evidence of managing building safety risks
 - ✓ **Behaviours:** Professional conduct and accountability
- If operating as an organisation, designate an individual with the necessary skills, knowledge and experience to manage the Principal Designer function



Higher-risk buildings

- Have you addressed additional competencies for higher-risk buildings, including:
 - ✓ Behavioural competence
 - ✓ Management and technical frameworks for compliance



Avoiding non-compliance

- Are you taking all necessary steps to avoid:
 - ✓ Project delays
 - ✓ Failure to secure a building control completion certificate
 - ✓ Reputational damage or financial penalties

