



SECOND STORY PROJECTS

PLAN • CONTROL • DELIVER

Part of Second Story Studio



From one document to full project support.

Practical construction support. Built on experience. Focused on delivery.

www.ljsecondstorystudio.co.uk



MOVE THE WORK

Project support / 03

SEE THE NEXT STEP

Controls & quality / 04-05

MAKE IT YOURS

338 catalogue entries / 09-22



**SECOND STORY
PROJECTS**
PLAN • CONTROL • DELIVER
Part of Second Story Studio

PRODUCT & SERVICE MAGAZINE

OCTOBER 2026

01

What does your project need next?

One output, a coordinated pack or wider involvement.



Project Support

Mobilise, coordinate and move delivery forward.

EXPLORE / 03



Programmes & Project Controls

Connect planned work, progress and decisions.

EXPLORE / 04



QA, Commissioning & Handover

Capture evidence and follow issues through.

EXPLORE / 05



Documents & Packs

Choose templates, prepared documents or packs.

EXPLORE / 06-07

Riverside examples / 08 Full document collection / 09-22 Start your brief / 23

[Explore Second Story Projects >](#)

Bring the right support into the next stage.



On-site, off-site or a planned combination. Agree a defined task, a busy stage or a wider delivery role.

Mobilisation & setup

Establish priorities, information and controls.

Programme & progress

Review the plan and identify next actions.

Quality & close-out

Support checks, commissioning and completion.

Site & project management

Coordinate delivery and responsibilities.

Design & procurement

Connect information and purchasing with site work.

Recovery & delivery

Focus on constraints, sequencing and progress.

PROFESSIONAL SUPPORT

Half day £300 / Full day £500

Several days, a defined stage or an agreed period: scoped around the brief.

[Explore project support >](#)

Know the position. Plan the next move.



Commission one output or connect the controls across the project so the team can follow status and next steps.

Programmes & baseline reviews

Review planned work against the delivery brief.

Look-aheads & progress

Bring near-term tasks and updates into focus.

Design & information trackers

Follow the information needed to progress.

Reports & dashboards

Present useful project decision information.

Recovery & sequencing

Explore the order of work and recovery actions.

Procurement & long-lead tracking

Make purchasing requirements visible.

Action, risk & change

Record ownership, status and next steps.

One defined output. Or connected support.

Agree source information, responsibilities, delivery and fees before work starts.

[Explore programmes & project controls >](#)

Control the work. Finish properly.



Plan checks, record evidence and track completion, from one inspection plan to wider close-out support.

QA/QC systems & plans

Set up quality and inspection controls.

NCRs & corrective actions

Track correction and verified close-out.

Commissioning & system status

Track activities and completion evidence.

O&M; & handover readiness

Coordinate information and remaining needs.

ITPs & witness points

Connect checks, responsibilities and evidence.

Snagging & completion

Give outstanding work a clear follow-up route.

Tests & certification

Organise results, certificates and references.

Close-out & aftercare

Maintain visibility of completion actions.

One defined output. Or connected support.

Agree source information, responsibilities, delivery and fees before work starts.

[Explore qa, commissioning & handover >](#)

Your documents. Your identity.



Branded Templates

Choose an existing master. We apply your logo, colours and business information and supply an editable file for your team to complete.

Prepared Documents

After reviewing the scope and information, we complete and tailor the specific document for your project.

Document Packs

A coordinated group for an agreed construction function, with contents and interfaces agreed.

We brand it. We prepare it. We can manage it with you.

Then choose your layout service: the Studio structure, your supplied layout or a full rebuild. Each is available for individual documents or an agreed pack.

Editable Word, or Excel where agreed for trackers, plus a PDF where suitable. Technical and safety content requires project-specific review by the responsible competent person.

[Browse documents and packs >](#)

Choose the finish. We make it yours.

01

Studio layout

Retain the standard Second Story Studio structure and apply your logo, details and colours.

SINGLE £20-£30

PACK £75-£100

First draft: 2-3 / 3-5 working days
(single / pack)

02

Your layout

Restructure styles, tables, headers and footers into your supplied usable layout.

SINGLE £50-£75

PACK £175-£250

First draft: 3-5 / 5-10 working days
(single / pack)

03

Full rebuild

Rebuild the agreed structure and design around your brief, logo and colours.

SINGLE From £125, quoted

PACK Quoted to scope

First draft: 5-10 / 10-15 working days
(single / pack)

Know exactly what is included.

Indicative prices before applicable discounts. A simple single covers up to 5 pages; a small pack covers up to 5 unique documents and 25 pages total, one brand and a consistent layout. Supplied approved content and one consolidated layout revision round are included.

Writing, complex tables, calculations, presentations, specialist assessment and extra revisions are quoted separately. Shared controls in one workbook are scoped together rather than charged again for each catalogue reference.

First-draft estimates run Monday-Friday, excluding England bank holidays, after payment, the agreed brief, branding and usable files are received. Start and delivery dates are confirmed before purchase. Final handover follows review and approval; feedback delays move the schedule.

[Discuss your document selection >](#)



Ownership, action and verified close-out.

Inspection activities, points and evidence.

Criteria, outcomes and release decisions.

[Open the full Riverside example gallery >](#)

Company Governance

Give the business a consistent foundation.

Company policies, governance controls, responsibilities, registers and management-system records.



1.01	Company Health and Safety Policy	1.16	Insurance Register and Expiry Tracker
1.02	Health and Safety Responsibilities and Organisation Chart	1.17	Health and Safety Consultation Record
1.03	General Company Risk Assessment	1.18	Accident and Incident Reporting Procedure
1.04	Environmental Policy	1.19	Near Miss Reporting Procedure
1.05	Quality Policy	1.20	RIDDOR Register
1.06	Document Control Procedure	1.21	Company First Aid Needs Assessment
1.07	Company Master Document Register	1.22	Occupational Health and Health Surveillance Register
1.08	Policy and Document Review Register	1.23	PPE Issue Register
1.09	Legal and Compliance Register	1.24	RPE and Face Fit Register
1.10	Company Training and Competence Matrix	1.25	Company Equipment and Asset Register
1.11	Training and Certificate Expiry Tracker	1.26	Company Audit Schedule
1.12	Competence Assessment Form	1.27	Internal Audit Report
1.13	Subcontractor Pre Qualification Questionnaire	1.28	Corrective Action Register
1.14	Approved Subcontractor Register	1.29	Management Review Record
1.15	Approved Supplier Register		

ONE DOCUMENT. OR THE PACK AROUND IT.

Choose your references. We will agree the right scope.

Branded template / Prepared document / Coordinated pack

[Request documents or a coordinated pack >](#)

Project Mobilisation and Site Setup

Get the project ready to start.

Project information, appointments, pre-start checks, site establishment, inductions and mobilisation records.



2.01	Project Information Sheet	2.18A	Site Emergency Display
2.02	Project Directory and Contact Sheet	2.18B	Emergency Planning and Authorisation Record
2.03	Client, Principal Designer and Principal Contractor Dutyholder Record	2.19	First-Aid Arrangements
2.04	Appointment Records	2.20	Site First-Aid Needs Assessment
2.05	Pre-Construction Information Review Checklist	2.21	First-Aider Register
2.06	F10 Applicability Checklist	2.22	Welfare Setup Inspection
2.07	F10 Record and Copy Register	2.23	Site Security and Access-Control Checklist
2.08	Site Mobilisation Checklist	2.24	Site Signage Checklist
2.09	Site Establishment Checklist	2.25	Fire Point and Location Register
2.10	Site Layout Drawing Template and Register	2.26	Fire Evacuation Drill Record
2.11	Site Rules	2.27	Muster Roll
2.12A	Main Site Induction Presentation	2.28	Site Responsibility Matrix
2.12B	Site-Specific Induction and Orientation Presentation	2.29	Project Document Distribution Matrix
2.12C	Individual Induction Form and Acceptance Record	2.30	Construction Phase Plan
2.12D	Induction Register	2.31	Health and Safety File Information Schedule
2.13	Visitor Induction	2.32	Construction Logistics Plan
2.15	Visitor Register	2.33	Traffic Management Plan
2.16	Site Personnel Register	2.34	Pre-Construction Start Checklist
2.17	Emergency Contacts Sheet		

Your logo. Your colours. Agreed editable formats.

[Request documents or a coordinated pack >](#)

RAMS and Risk Control

Bring risk controls into the working plan.

Risk assessments, method statements, briefings, coordination and review controls.



3.01A	Site Risk Assessment	3.13	Dust and Silica Assessment
3.02	Method Statement Master	3.14	PPE Assessment
3.03	Combined RAMS Master	3.15	RPE Assessment
3.04	RAMS Register	3.16	DSEAR Assessment
3.05A	Condensed RAMS Review Checklist	3.17	Lone Working Assessment
3.05B	Detailed RAMS Review and Approval Checklist	3.18	Young Person Assessment
3.05C	RAMS Review and Approval Sheet	3.19	New or Expectant Mother Assessment
3.06A	Task and RAMS Briefing Sheet	3.20	COSHH Risk Assessment
3.06B	Briefing Attendance and Acknowledgement Record	3.21	COSHH Register
3.07	Point of Work Dynamic Risk Assessment	3.22	Safety Data Sheet Register
3.08	Task Briefing	3.23	Substance Approval Request
3.09	Manual Handling Assessment	3.24	COSHH Briefing Record
3.10	Work at Height Assessment	3.25	COSHH Review Tracker
3.11	Noise Assessment	3.26	Hazardous Substance Storage Inspection
3.12	HAVS Assessment		

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Permit-to-Work

Make permission and control visible.

Permit applications, authorisation, checks, isolations, monitoring and close-out records.



4.01	Master Permit Register	4.12	Service Penetration / Coring / Drilling Permit
4.02	Hot Works Permit	4.13	Breaking Into Existing Services Permit
4.03	Permit to Dig	4.14	Pressure/System Break Permit
4.04	Excavation Permit	4.15	Lifting Operations Permit
4.05	Confined Space Permit	4.16	Energisation Permit
4.06	Electrical Isolation Permit	4.17	Fire Alarm Isolation Permit
4.07	Mechanical Isolation Permit	4.18	Sprinkler/Fire-System Impairment Permit
4.08	Lock-out/Tag-out Record	4.19	Demolition Permit
4.09	Roof Access Permit	4.20	Restricted-Area Permit
4.10	Fragile Roof Permit	4.21	Temporary Works Permit to Load
4.11	Work at Height Permit	4.22	Temporary Works Permit to Strike

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Daily and Weekly Site Management

Keep everyday site information connected.

Routine site inspections, coordination, briefings, workforce records and daily or weekly controls.



5.01	Site Diary	5.16	General Site H&S Inspection
5.02	Daily Manager Report	5.17	Supervisor Inspection
5.03	Labour Return	5.18	Welfare Inspection
5.04	Attendance Sheet	5.19	Fire Inspection
5.05	Daily Briefing	5.20	Hoarding/Fencing Inspection
5.06	Daily Activity Sheet	5.21	Traffic-Management Inspection
5.07	Weather Record	5.22	Environmental Inspection
5.08	Progress Photo Record	5.23	Scaffold Inspection
5.09	Deliveries Log	5.24	Tower Scaffold Inspection
5.10	Visitors Register	5.25	Excavation Inspection
5.11	Plant Pre-Use Checks	5.26	Ladder Inspection/Register
5.12	Housekeeping Check	5.27	Harness/Lanyard Inspection
5.13	Access/Egress Check	5.28	First-Aid Equipment Check
5.14	Daily Excavation Check	5.29	Temporary Electrical Installation Inspection
5.15	Daily Ladder Pre-Use Record	5.30	Temporary Lighting Inspection

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Plant, PUWER and LOLER

Track equipment, checks and evidence.

Plant and equipment registers, inspection controls, lifting operations, defects and evidence records.



6.01	Plant & Equipment Register	6.16	Lifting Equipment Register
6.02	Plant Arrival / Acceptance Check	6.17	Lifting Accessories Register
6.03	Plant Inspection Register	6.18	LOLER Certificate Tracker - report verification
6.04	Maintenance Tracker	6.19	Examination Expiry Tracker
6.05	Defect Register	6.20	Defect/Actions Register
6.06	Operator Competency Register	6.21	Lifting Accessory Pre-Use Check
6.07	Telehandler Pre-Use Check	6.22	Crane Register
6.08	Forklift Pre-Use Check	6.23	Lift Plan
6.09	MEWP Pre-Use Check	6.24	Lift-Plan Register
6.10	Excavator Pre-Use Check	6.25	Lift Briefing / Sign-off
6.11	Dumper Pre-Use Check	6.26	Crane Setup Checklist
6.12	Generator Pre-Use Check	6.27	Lifting Exclusion-Zone Check
6.13	Hoist Pre-Use Check	6.28	Lifting-Operation Record
6.14	Abrasive Wheel Equipment Register	6.29	Appointed Person / Crane Supervisor / Slinger Competency Tracker
6.15	Portable/Temporary Electrical-Equipment Register		

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Temporary Works

Coordinate the temporary works record.

Temporary-works coordination, design checks, permits, inspections and status tracking.



7.01 Temporary Works Procedure

7.02 TWC Appointment

7.03 TWS Appointment

7.04 Temporary Works Register

7.05 Design Brief

7.06 Design Category/Classification

7.07 Design Check Record/Certificate

7.08 Design Acceptance (TWC coordination)

7.09 Installation Inspection + Repeat Inspection

7.10 Permit to Load

7.11 Permit to Strike

7.12 Handover

7.13 Change Log + Change Decision Record

7.14 Defect Record

7.15 Designated Individual Appointment

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QA and Quality Control

Turn quality requirements into usable records.

Quality plans, ITPs, inspections, non-conformance, corrective action and completion evidence.



8.01	Project Quality Plan
8.02	Master ITP Template
8.03	ITP Register
8.04	Individual ITP
8.05	Work Inspection Request
8.06	Inspection Record
8.07	Hold Point Record
8.08	Witness Point Record
8.09	Benchmark Inspection
8.10	Sample Approval
8.11	Material Approval
8.12	Material/Submittal Register
8.13	Delivery Inspection
8.14	Installation Inspection

8.15	NCR
8.16	NCR Register
8.17	Corrective Action Request
8.18	Quality Observation
8.19	Defect Register
8.20	Snag Register
8.21	De-snag Verification
8.22	Drawing Register
8.23	As-Built Drawing Register
8.24	RFI Register
8.25	TQ Register
8.26	Design Change Register
8.27	Test Certificate Register
8.28	Calibration Register

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Project Controls and Programmes

Connect the programme to the controls.

Programmes, look-aheads, procurement, design information, risks, actions and change controls.



9.01 Master Project Programme

9.02 Baseline Programme

9.03 Programme Update

9.04 Recovery Programme

9.05 2-Week Look-Ahead

9.06 4-Week Look-Ahead

9.07 6-Week Look-Ahead

9.08 Programme Narrative

9.09 Procurement Schedule

9.10 Long-Lead Schedule

9.11 Design Schedule

9.12 Information-Required Schedule

9.13 Resource/Labour Tracker

9.14 Delivery Schedule

9.15 Action Tracker

9.16 Constraints Register

9.17 Risk Register

9.18 Opportunity Register

9.19 Decision Register

9.20 RFI/TQ Tracker

9.21 Instruction Register

9.22 Change Register

9.23 Variation Tracker

9.24 Delay/Event Tracker

9.25 EOT Tracker

9.26 NEC Early Warning Tracker

9.27 Compensation Event Tracker

9.28 JCT Notice Tracker

9.29 Meeting Minutes

9.30 Document Transmittal

9.31 Correspondence Register

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Reporting

Make the project position clear.

Progress reports, dashboards, meeting records, commercial and delivery summaries.



10.01 Daily Site Report

10.02 Weekly Project Report

10.03 Monthly Project Report

10.04 Client Report

10.05 Senior Management/Director Report

10.06 Executive Dashboard

10.07 Programme Status Report

10.08 Procurement Report

10.09 Design Report

10.10 Commercial/Change Summary

10.11 H&S Summary

10.12 Quality Summary

10.13 Labour/Resource Report

10.14 Progress Photograph Report

10.15 Look-Ahead Report

10.16 Key-Risk Report

10.17 Handover-Readiness Report

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Environmental

Keep environmental controls in view.

Environmental planning, monitoring, inspections, waste, pollution and incident records.



11.01 Environmental Aspects/Impacts Register

11.02 Waste Management Plan

11.03 Waste Register

11.04 Waste Transfer Note Register

11.05 Hazardous Waste Consignment Register

11.06 Waste Carrier Licence Check

11.07 Spill Report

11.08 Spill Kit Inspection

11.09 Fuel-Storage Inspection

11.10 Dust Monitoring Record

11.11 Noise Monitoring Record

11.12 Vibration Monitoring

11.13 Water/Discharge Inspection

11.14 Pollution Incident Report

11.15 Environmental Inspection

11.16 Environmental Complaint Register

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Accidents and Emergencies

Organise the response and the record.

Emergency arrangements, incident reporting, first aid, drills and follow-up.



12.01 Accident/Incident Report

12.02 Accident Register

12.03 Near-Miss Report

12.04 Near-Miss Register

12.05 Investigation Report

12.06 Root-Cause Investigation

12.07 Corrective-Action Tracker

12.08 RIDDOR Assessment/Checklist

12.09 RIDDOR Register

12.10 First-Aid Treatment Record

12.11 Emergency Drill Record

12.12 Rescue Plan

12.13 Work-at-Height Rescue Plan

12.14 Confined-Space Rescue Plan

12.15 Spill/Emergency Response

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Commissioning and Handover

Bring the evidence together for handover.

Commissioning coordination, test evidence, O&M, handover readiness, completion and aftercare.



13.01 Commissioning Plan

13.02 Commissioning Programme

13.03 Commissioning Tracker

13.04 System Completion Tracker

13.05 Testing Tracker

13.06 Witness Schedule

13.07 Test-Sheet Register

13.08 Commissioning Defect Register

13.09 Client Training Schedule

13.10 Client Training Sign-off

13.11 O&M Tracker

13.12 O&M Index

13.13 O&M Review Sheet

13.14 H&S File Index/Tracker

13.15 As-Built Register

13.16 Test Certificate Register

13.17 Warranty Register

13.18 Asset Register

13.19 Spares Register

13.20 Keys/Access-Card Register

13.21 Handover Checklist

13.22 Area/Room Handover Sheet

13.23 Practical Completion Readiness Checklist

13.24 Outstanding Works Register

13.25 Defects-Period Tracker

13.26 Aftercare Tracker

13.27 Final Close-out Checklist

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Building Safety and Higher-Risk Buildings (HRB)

Structure the building safety information.

Building-safety information, evidence coordination, change records and higher-risk building controls.



14.01 Competence Declaration/Evidence

14.02 Construction Control Plan

14.03 Change Control Plan

14.04 Change Control Log

14.05 Building Regulations Compliance Evidence Register

14.06 Golden Thread Information Register

14.07 Mandatory Occurrence Reporting System

14.08 MOR Register

14.09 Fire & Emergency File

14.10 Building Control Submission Tracker

14.11 BSR Change-Control Tracker

14.12 Completion-Certificate Information Tracker

14.13 Partial Completion Strategy - Where Applicable

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Let's make the next move.

YOUR BRIEF. YOUR BRAND. AN AGREED RESULT.

Tell us what you need.

Send the project stage, the support or document references you need, your available information and target date.

01 / BRIEF

Describe the requirement.

02 / AGREE

Scope, outputs, fee and timing.

03 / CREATE

Review and approve the work.

Confirm source information, editable formats, responsibilities and review points. Final handover follows approval. Professional support and additional production time are scoped in your quotation.

THE STUDIO LAUNCH OFFER

20% from £80 / 30% for Market members

Eligible standard studio work agreed through 31 December 2026. The 30% rate is for verified eligible paying Market Corner customers, with no £80 threshold. Offers do not stack. A £75 pack alone does not qualify for 20%. Unpaid quote requests do not count towards checkout discounts.

Third-party costs are excluded; bespoke or separately quoted work is not automatically reduced. Your quote confirms eligibility. Closed 25 December 2026-1 January 2027; standard prices resume 2 January.

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PRODUCT & SERVICE MAGAZINE

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