# Building Information Modelling
## Scottish Futures Trust

# Level 1:
# BIM Checklist

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| ☑ | **1.0** | **Project "standard method and procedure" should be developed agreed and committed to by all the relevant parties involved in the project at the pre-construction contract stage.** |
| | | **Key activities:** |
| ☑ | 1.1 | Roles and responsibilities agreed |
| ☑ | 1.2 | Naming conventions agreed and adopted |
| ☑ | 1.3 | Create and maintain the project specific codes project and spatial co-ordination |
| ☑ | 1.4 | A "Common Data Environment" (CDE) approach should be adopted to allow information to be shared between all members of the project team , for example a project extranet or electronic document management system. |
| ☑ | 1.5 | A suitable information hierarchy should be agreed that supports the concept of the CDE |
| ☑ | 1.6 | A single common project identifier should be defined at the initiation of the project; independent and recognisably distinct from any individual organization's internal job number. |
| ☑ | 1.7 | A unique identifier for each organization should be defined on joining the project. |
| ☑ | **2.0** | **A quality policy should be developed to ensure that models are maintained over their lifetimes.** |
| ☑ | **3.0** | **Data exchange processes should be established** |
| ☑ | 3.1 | Agree as early as possible which data should be exchanged, when, and in what format; |
| ☑ | 3.2 | Agree the version of format to be used for data exchange; |
| ☑ | 3.3 | Establish procedures to test, monitor and report the accuracy of data transfer, and conduct initial data transfer trials; |
| ☑ | 3.4 | Agree a method of recording each issue and receipt of digital data, and what constitutes an acceptable transfer. |
| ☑ | **4.0** | **Design Management:** |
| ☑ | 4.1 | Complete checklist for management responsibilities Table 2 of BS7000-4 |
| ☑ | 4.2 | Define plan of works and high level processes |
| ☑ | 4.3 | Create an Employers Information Requirement (EIR) as part of the initial brief |
| ☑ | 4.4 | Define classification system to be utilised |