

**DOCUMENT VERSION HISTORY**

[INSERT CONSTRUCTION PROJECT/SITE NAME]

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**1. PLAN ON HEALTH AND SAFETY**

This Construction Phase Plan is created and developed by [INSERT CONSTRUCTION COMPANY NAME] which will serve as the overall guide of the management team in ensuring that the development of [INSERT CONSTRUCTION PROJECT] on [INSERT LOCATION NAME] site location progresses safely and successfully. Changes on this Construction Phase Plan may be provided with the documentation of each version history and the relevant changes at the beginning pages of this phase plan. This Construction Phase Plan will be up for display for the management team and the relevant workers and personnel on the aforementioned construction project to see and look into the specified site location.

**a**. **Principal Contractor of Project**

The Principal Contractor of [INSERT CONSTRUCTION PROJECT NAME] is [INSERT CONTRACTOR/CONSTRUCTION COMPANY NAME] which has the following obligations in accordance with [INSERT REFERENCE NAME] and other applicable laws:

1. Creation and development of a Construction Phase Plan providing all the necessary information to ensure that working in the specified construction project on the indicated site location will consider health and safety of the management team and workers on site;
2. Dissemination of information to the relevant management team and workers on the construction project site regarding the health and safety tips required as well as information on the risks and constraints of the construction project;
3. Restriction of access within construction project site allowing only those individuals associated with the development of the construction project such as the management team, the workers, the relevant personnel, and the owners;
4. Maintenance and safety of the individuals and/or entities working within the construction project site and ensuring that all the equipment and facilities are in good condition before being utilized for the development of the construction project;
5. Documentation of the necessary papers and documents in relation to the progress of the construction project as well as the risks and constraints faced daily and the mitigation and/or solutions applied.

**b. Goals and Objectives for the Project**

[INSERT CONSTRUCTION COMPANY NAME] intends to achieve the following goals and objectives in the development of [INSERT CONSTRUCTION PROJECT NAME]:

1. To be able to carry out the relevant activities on the construction project pursuant to the statutory provisions of [INSERT REFERENCE/APPLICABLE LAW OR STANDARDS];
2. To be able to provide management team, workers, and employers facilities to be used and project team consultations in relation to the health and safety/risk implication within the construction project site;
3. To be able to encourage cooperation between the employers and the team and/or workers assigned to work on the construction project site in order to have smooth and efficient work and/or progress in the development of the specified construction project;
4. To be able to complete [INSERT CONSTRUCTION PROJECT NAME] within the allotted and/or defined time period with great quality and following the set standards for such types of construction projects;
5. To be able to give expert advice and/or assistance in an area on the development the construction project where advice and/or assistance is deemed necessary.

**c. Site Safety Policy Statement**

[INSERT CONSTRUCTION COMPANY NAME] considers having and providing a safe and healthy working environment on construction project sites as the first and foremost objective. With the cooperation of the construction company, the subcontractors, the employees, the management team, and other relevant personnel, the aforementioned objective will be attained. Such cooperation must be present at all times within all levels and/or areas of the development of the indicated construction project.

The construction company will establish a series of management policies and procedures in order to ensure that all the health and safety issues are being identified and are monitored in all the phases of the construction company’s activities relevant to the construction project. Also, the construction company will collaborate with all the parties to this construction project and provide advice and/or assistance where such is due. The construction company bears the authority and the power to implement the relevant policies for all those who have the duty and the responsibility of maintaining health and safety within the construction project site.

Further, the construction company will continue to constantly take interest in all areas and/or aspects of the construction project and the health and safety of the management team and the relevant workers and personnel within the construction project site and will provide effective consultation with the aforementioned parties in relation to the relevant risks and hazards on the development of the construction project. It is the responsibility of the management team as well to ensure the safety of the workers and personnel, subcontractors, and visitors within the construction project site and that all the health and safety procedures are observed by all the individuals who access the construction project site.

The construction company must continuously monitor the effectiveness of the health and safety measures within this Construction Phase Plan in order to be assured that all the policies and procedures are put into practice by the relevant parties to the development of the construction project. All those involved must comply with and in accordance to [INSERT REFERENCE/APPLICABLE LAW/STANDARD] and keep the plan up to date with the provision of relevant information to the Principal Contractor.

**2. SUMMARY ON PROJECT INFORMATION**

|  |  |
| --- | --- |
| 1. **Name of Construction Project**
 | [INSERT COMPLETE CONSTRUCTION PROJECT NAME] |
| 1. **Site Address of Construction Project**
 | [INSERT COMPLETE CONSTRUCTION PROJECT SITE ADDRESS] |
| 1. **Scope and Description of Construction Project**
 | Expected Start Date: [INSERT MONTH DAY YEAR]Expected End Date: [INSERT MONTH DAY YEAR]Working Hour within Site: [INSERT TIME PERIOD]Phases of Construction on [INSERT CONSTRUCTION PROJECT NAME]:Phase 1: [INSERT RELEVANT DETAILS]Phase 2:Phase 3:Phase 4:Phase 5:  |
| 1. **Form of Contract on Construction Project**
 | [INSERT DETAILS] form of contract |
| 1. **Current Construction Environment**
 | All the relevant drawings, documentation, design work, and any other information on construction project has been made available and that such construction project meets and complies with all the requirements set forth pursuant to [INSERT APPLICABLE LAW/STANDARD]. |
| 1. **Previous Land Use of Construction Project Site**
 | The land was used for [INSERT DETAILS]. Relevant ground investigations have been conducted separate from this Construction Phase Plan as directed by the Principal Contractor of this construction project. |
| 1. **Surrounding Area on Construction Project Site**
 | The construction project site is near commercial establishments, all of which will be notified and informed with on the construction project in terms of the relevant nuisances the construction will bring to such areas. All the rights of way, both for pedestrians and vehicles, will be cleared for public use at all times. The operations on the construction project will not disrupt existing traffic systems of the area. Warning signs will be displayed for those who pass by [INSERT NUMBER] meters near the construction project site as a way to ensure the health and safety of the people within the nearby areas.  |
| 1. **Current Services within the Construction Project Site**
 | The construction project site bears sufficient water system but lacks in gas and electrical supplies within its perimeter. [INSERT OTHER DETAILS ON SERVICES WITHIN CONSTRUCTION PROJECT SITE] |
| 1. **Current Structures within the Construction Project Site**
 | The construction project site is expected to be surveyed by the Principal Contractor and visually inspect the structures within the construction project site. It has been recorded that the aforementioned construction site has [INSERT NUMBER] existing structures such as [INSERT DETAILS]. |
| 1. **Current Traffic Systems within Construction Project Site**
 | Within the construction project site, there is no evidence of an existing traffic system. Roads are seen to the [INSERT DETAILS] of the construction project site. The aforementioned construction site can be accessed through [INSERT ACCESS DETAILS]. |
| 1. **Construction Project Program**
 | [INSERT DETAILS ON THE PROGRAM OF THE CONSTRUCTION PROJECT]. |

**3. ORGANIZATION OF MANAGEMENT TEAM FOR THE PROJECT**

**a. Organization of Management Team**

The management team who will implement and oversee the construction of [INSERT CONSTRUCTION PROJECT NAME] on the specified construction project site are outlined in the organization chart provided below.

**MANAGING DIRECTOR OF CONSTRUCTION PROJECT**



(The organization structure presented above serves as a sample only. You must insert the organization structure you are going to follow for your construction project on this section of this construction phase plan.)

**b. Management Team Responsibilities**

With reference to the above presented management team organization structure, the following are the duties and responsibilities of each team member and their roles in the success of the goals and objectives set forth by the construction company on this Construction Phase Plan for [INSERT CONSTRUCTION PROJECT NAME].

1. Managing Director of Construction Project
	1. To implement the health and safety policies and procedures set by the construction company;
	2. To encourage relevant workers and personnel to maintain a positive health and safety culture within the construction project site by being enthusiastic and creating interest on such matters within the construction project site through implementation of certain relevant activities;
	3. To ensure that all the policies and procedures when it comes to the construction, the health, and the safety of the management team and the relevant workers and personnel and review such on a [INSERT PERIOD] basis;
2. Contracting Manager
	1. To make the relevant partners and/or associates on the construction project aware on the appropriate health and safety policies and procedures when visiting the construction project site;
	2. To administer health and safety training programs to all the employees, workers, and/or personnel working on-site and off-site provided that they are given access to enter the construction project site at any time when necessary;
	3. To set a good example in complying to the health and safety policies and procedures of the construction company by [INSERT DETAILS] in accordance with [INSERT REFERENCE/APPLICABLE LAW OR STANDARD];
3. Adviser/s for External Health and Safety
	1. To ensure that all the relevant documentation and/or processes on health and safety in every phase of the construction project;
	2. To carry out the necessary site inspections on health and safety as deemed necessary and record data and information on such inspection;
	3. To ensure that all reportable incidents and/or accidents are notified to the [INSERT CONTACT PERSON] and are duly recorded and documented;
4. Manager/s on Health and Safety
	1. To provide employees, workers, and other relevant personnel sufficient advice and reminders on all the health and safety issues as well as the health and safety policies and procedures to prevent and/or to avoid the occurrence of such issues;
	2. To attend to and take part in every health and safety meeting conducted in every construction phase in order to acquire sufficient information on the health and safety processes necessary within the construction project site;
	3. To investigate and report in detail any occurrence of certain health and safety issues within the construction project site;
5. Off-Site Manager
	1. To ensure compliance of all the managers, coordinators, employees, workers and other personnel on the health and safety policies and procedures provided by the construction company by being an example himself;
	2. To report immediately any incidents and/or accidents to [INSERT CONTACT PERSON] and pass onto them the information on such occurrences for further investigation;
	3. To secure that all the audits and inspections on the construction project site and the relevant documents and files for such are complied with at the given period set by the construction company;
6. On-Site Coordinator on Health and Safety
	1. To promote health and safety culture within the construction project site and be an example to the other workers and employees through [INSERT DETAILS];
	2. To assist On-Site Managers in safely supervising the construction project site and record the progress of the construction project to be submitted to [INSERT CONTACT PERSON];
	3. To carry out a [INSERT PERIOD] walkover to the construction project site in order to visually inspect the progress of the construction project as well as ensure that all the health and safety policies and procedures have been followed;
7. On-Site Managers
	1. To ensure that all his subordinates are carrying out their respective tasks relevant to the construction project and the maintenance of health and safety within the construction project site;
	2. To inspect that all the risk assessment procedures have been followed through and that all employees, workers, and personnel on site are strictly complying with the health and safety policies and procedures set forth by the construction company;
	3. To make sure that all offices and/or facilities within the construction project site are secured and well-maintained for the relevant employees, workers, and personnel to use in order to comply with their respective duties and responsibilities on the construction project.

**4. POINTS TO CONSIDER ON PROJECT RESTRICTIONS**

The following points should be considered and/or noted, at all times, particularly when [INSERT DETAILS]:

**a. Deliveries**

Deliveries of any construction materials and/or any other materials to the construction project site must be done by one competent delivery entity. Such entity will be the only one given access to the construction project site when a delivery is to be made. A certain space for such delivery is provided at the [INSERT LOCATION] within the construction project site.

**b. Traffic/Pedestrian Routes**

All the traffic and pedestrian routes outside of the construction project site must be cleared at all times for public use. In the same way, all traffic and pedestrian routes within the construction project site must also be cleared for ease of transfer and avoidance of accidents within the aforementioned construction site.

**c. Emergency Services**

Access of all emergency personnel must be clear and approved at all times within the construction project site. All accidents, fire, and any other emergency cases within the construction project site must be documented and reported at all times on a [INSERT DETAILS] and must be submitted to [INSERT CONTACT PERSON]. All safety procedures on certain emergency cases are to be posted on the bulletin board within the construction project site for all the employees, workers, and personnel to see and read.

**5. SAFETY RISK REGISTERS**

**a. Current Environment of Construction Site**

[INSERT CONSTRUCTION COMPANY NAME] considers the following hazards or risks acquired from the existing environment of the construction project site:

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk/Hazard** | **Description** | **Control** | **Owner** |
| Unauthorized Access | Not authorized persons gaining access to construction project site. | Putting up of a [INSERT TYPE] fences around the construction project site. | [INSERT OWNER NAME/TITLE] |
| Noise | Noise disturbance from construction equipment used. | Not working out of the regular working hours set. | [INSERT OWNER NAME/TITLE] |
| Dust and Mud | Contamination on [INSERT DETAILS] | Putting up of a [INSERT DETAILS] to cover dust. | [INSERT OWNER NAME/TITLE] |
| Waste Disposal | Removal and Disposal of debris on construction | Principal Contractor must move to supply such debris to [INSERT DETAILS] | [INSERT OWNER NAME/TITLE] |
| Contaminated Water | Water is harmful for employees to drink | Use another source to be used as drinking water | [INSERT OWNER NAME/TITLE] |
| Gas and Electricity | Possibility of damage due to excavation | Scan and inspect areas excavated | [INSERT OWNER NAME/TITLE] |
| Sewers | Possibility of damage due to excavation | Scan and inspect areas excavated | [INSERT OWNER NAME/TITLE] |
| Fire Risk on Site | Probability of fire due to [INSERT DETAILS] | A permit must be procured in order to execute [INSERT DETAILS] | [INSERT OWNER NAME/TITLE] |
| Blockage of Fire Escape | Existence of Fire Escapes kept for use | Clearance of fire escapes at all times | [INSERT OWNER NAME/TITLE] |

**b. Design Work Hazards**

[INSERT CONSTRUCTION COMPANY NAME] considers the following hazards or risks as pointed out by [INSERT PERSON/S] of the construction design team during the execution of the construction project phases:

|  |  |  |  |
| --- | --- | --- | --- |
| **Construction Constraints** | **Risk/Hazard** | **Control** | **Owner** |
| Design work set up in a restricted area | Not authorized persons gaining access to the restricted area. | Principal Contractor will [INSERT DETAILS] | [INSERT OWNER NAME/TITLE] |
| Working at height | Materials or personnel falling | Ensuring provision of safety equipment and tools on certain works required at height within the construction project site | [INSERT OWNER NAME/TITLE] |
| Lifting of heavy materials and/or equipment | Possibility of falling materials | Ensuring provision of lifting equipment to be used to lift such heavy materials and/or equipment within the construction project site | [INSERT OWNER NAME/TITLE] |
| Workers falling on holes | Service holes and [INSERT DETAILS] | Put fixed barriers on such holes around all the openings within the construction project site | [INSERT OWNER NAME/TITLE] |
| Workers slipping/tripping | Falling of workers causing injuries | Maintain the slippery areas to be less greasy to prevent tripping/slipping of workers within the construction project site | [INSERT OWNER NAME/TITLE] |
| Manual Handling | Dropping, Climbing resulting to injury | Delivery and movement of materials must be controlled by Principal Contractor and must only be done on [INSERT DETAILS] | [INSERT OWNER NAME/TITLE] |
| Demolition | Taking down a few existing structures | Ensure that all demolition procedures are done at a controlled time by the Principal Contractor following standards | [INSERT OWNER NAME/TITLE] |
| Noise Control | Excessive Noise | Making sure that noise shall be only be within [INSERT TIME PERIOD] and not after. Inspection of such noise will be made and reviewed in order to be minimized when necessary. | [INSERT OWNER NAME/TITLE] |
| Prevention of unauthorized access | Unauthorized access into the work areas for the construction project | Security guards must be designated in all the entrances and/or access points of the construction project site to ensure that all individuals and/or entities who can enter have access to enter the construction project site. | [INSERT OWNER NAME/TITLE] |

**6. EFFECTIVE MANAGEMENT OF IDENTIFIED ACTIVITIES (CONSIDERING RISKS TO HEALTH AND SAFETY)**

**a. Risk Assessment**

To ensure that all risks have been recognized and considered, [INSERT CONSTRUCTION COMPANY NAME] or the Principal Contractor must work on the following before any of the establishment processes is commenced:

1. Distribution and Storage of Materials and Equipment within the construction project site;
2. Proper Control and Disposal of Waste within the construction project site;
3. Safety tools and equipment for works at height within the construction project site;
4. Access to the works within the construction project site with the exclusion of unauthorized persons and/or entities;

Risk assessment will be used on all the construction phases on [INSERT CONSTRUCTION PROJECT NAME] in order to identify operations and/or areas where permission to work are necessary as part of the control procedures of [INSERT CONSTRUCTION COMPANY NAME]. The On-site Coordinator on Health and Safety will be accountable to provide permission to work on the following activities:

[INSERT LIST OF CONSTRUCTION ACTIVITIES OR WORK NECESSARY TO BE ISSUED WITH THE PERMISSION TO WORK]

**b. Safety Method Statements**

The safety methods statement is a connection to this Construction Phase Plan and will serve as a guide to the employees, workers, and/or personnel within the construction project site containing the following information:

1. Thorough descriptions on the construction works for [INSERT CONSTRUCTION PROJECT NAME];
2. Location within the construction project site where each construction work is to be executed;
3. Supervising personnel information on each construction work within the construction project site;
4. Information on the hazards and/or risks relevant to such construction work and the precautions to be taken into account;
5. Information on the personal safety and protective equipment to be used for each construction work within the construction project site;
6. Information on the relevant emergency services, policies and procedures for each construction work within the construction project site;

This safety method statement should be short in length but concise when it comes to the relevant information needed to be conveyed. The employees, workers, and/or personnel receiving such must bear in mind all the information provided on their assigned construction work within the construction project site in order for them to carry out their assigned works safely and free from injuries.

**7. SAFETY TRAININGS AND MEETINGS**

The management team of the Principal Contractor as well as the relevant employees and personnel within the construction project site must undergo a training and/or meetings on the health and safety policies and procedures every [INSERT PERIOD] before given access to work in the construction project site. Further, all visitors to the construction project site must also undergo the same even if these visitors will only enter the aforementioned construction site only once. Escorts to such visitors will be provided when they enter the aforementioned construction site and those visitors not wearing the proper attire will not be given permission to enter the construction project site.

**8. QUALIFICATIONS TO WORK ON CONSTRUCTION SITE**

Every contractor, plant and machinery as well as employee, worker, and personnel must be checked and inspected before provided with access to be used or to work in the construction project site. As for the contractor, plant, and machinery, there are certain requirements provided by [INSERT REFERENCE OR APPLICABLE LAW] on which contractor, plant, or machinery is allowed within the construction project site based on its standards. On the other hand, for an employee, worker or personnel to be qualified to work within the construction project site, the following qualifications are necessary:

1. For an Employee - [INSERT LIST OF QUALIFICATIONS]
2. For a Worker - [INSERT LIST OF QUALIFICATIONS]
3. For a Personnel - [INSERT LIST OF QUALIFICATIONS].

**9. EMERGENCY ARRANGEMENTS**

The following emergency arrangements will apply as per the directive of [INSERT CONSTRUCTION COMPANY NAME] and the management team of the Principal Contractor who will oversee the implementation of these emergency arrangements in case the indicated incidents happen:

|  |  |
| --- | --- |
| **IN CASES OF:** | **EMERGENCY ARRANGEMENT** |
| Fire | [INSERT COMPLETE DETAILS ON THE PREPARED EMERGENCY ARRANGEMENT IN CASES OF FIRE] |
| Construction-related Accidents | [INSERT COMPLETE DETAILS ON THE PREPARED EMERGENCY ARRANGEMENT IN CASES OF SUCH ACCIDENTS] |
| Non-Construction-related Accidents | [INSERT COMPLETE DETAILS ON THE PREPARED EMERGENCY ARRANGEMENT IN CASES OF SUCH ACCIDENTS] |
| [INSERT OTHER DETAILS] | [INSERT OTHER DETAILS] |

Evacuation procedures will be posted in full detail on the bulletin boards within the construction project site for every individual in the aforementioned site to be aware of in cases such emergencies happen. The management team and other personnel must also make it a point to inform all the employees, workers, and personnel on a [INSERT PERIOD] basis on these emergency arrangements and procedures for them to be ready when such circumstances happen.

**10. MAINTENANCE OF WELFARE FACILITIES**

The following facilities within the construction project site must be kept clean and sanitized at all times:

[INSERT LIST OF AREAS OR FACILITIES WITHIN THE CONSTRUCTION PROJECT SITE TO KEPT CLEAN AND SANITIZED]

**11. DOCUMENTATION AND COMMUNICATION OF INFORMATION**

Recording and documentation is necessary for the management team and the relevant employees and personnel to do at all times in the course of the implementation and the execution of each construction phase for [INSERT CONSTRUCTION PROJECT NAME]. Such records and documents must be submitted to the relevant directors and managers as well as to [INSERT CONSTRUCTION COMPANY NAME] every [INSERT NUMBER/PERIOD] to update and to monitor the progress of the construction project.

All health and safety information, policies and procedures must be posted in places where employees, workers, and personnel can see and read. Awareness on such information is a must within the construction project site and should be strictly followed and remembered. Relevant trainings, seminars, and meetings on employees, workers, and personnel on a [INSERT PERIOD] basis must be done to increase their awareness on health and safety matters within the construction project site. Other data and information to be displayed are statutory notices and construction job site registers and documentation.

**12. RULES ON CONSTRUCTION SITE**

All the rules and regulations on the construction project site, particularly on health and safety, are reinforced to the employees, workers, and personnel on the aforementioned site and are clearly discussed at all times. Copies on such rules and regulations will be posted on the bulletin board for all the employees, workers, and personnel to see and read.

**13. MONITORING OF HEALTH AND SAFETY PERFORMANCE**

The On-Site Coordinator on Health and Safety is accountable in monitoring the health and safety performance within the construction project site. He is going to carry out the inspections necessary to ensure and to monitor if all the health and safety regulations are met. Visits from [INSERT DETAILS] on the construction project site will be conducted and the necessary reports to be written will be issued. All the individuals within the construction project site have and bear the responsibility in maintaining and in complying with the health and safety policies and procedures within the construction project site during the course of every construction phase for [INSERT CONSTRUCTION PROJECT NAME].

**14. APPENDICES**

[INSERT ALL RELEVANT DOCUMENTS AND REPORTS OF THIS CONSTRUCTION PHASE PLAN THAT WILL SERVE AS SUPPLEMENTARY FILES AND/OR NOTES TO THIS PHASE PLAN]