

Golden Thread Information Checklist

A practical starting point for reviewing a building record

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How to use this checklist

Use the review points to take stock of information held for one building. Mark items only after checking the evidence, add a reference, and move missing or uncertain information into a managed gaps register. Adapt the checklist to the building, lifecycle stage and applicable duties.

This is a general information-management aid. It is not an exhaustive statutory checklist, legal advice or proof of compliance.

1. Building identity and context

Establish exactly which building and parts of it the record describes.

Review point	Y	N	N/A	Notes / evidence reference
The building has a stable identifier, name and full address.				
Current use, height, storeys and residential units are recorded with their sources.				
The building boundary, common parts and any linked structures are clear.				
Construction date, major refurbishment phases and relevant approvals are recorded.				
Higher-risk building status has been assessed against current rules and evidence retained.				
Key dutyholders and responsible organisations are identified as legal entities.				
Current ownership, lease and repair obligations supporting role decisions are available.				
Contacts and escalation routes are current and subject to a review cycle.				

2. Design and construction

Understand the design intent, what was built and the evidence available.

Review point	Y	N	N/A	Notes / evidence reference
Current plans, sections, elevations and relevant system schematics are identified.				
Specifications, design reports and key calculations have clear revisions and status.				
Construction materials and significant product information can be located.				
Compartmentation and other fire-resisting construction are shown or otherwise recorded.				
As-built claims are distinguished from information verified against physical evidence.				
Completion, approval, certification and Regulation 38 information can be located.				
Information from major alterations is connected to the original and superseded position.				
Known deviations, concessions or unresolved construction issues are recorded.				

3. Fire and life safety

Keep the strategy, assumptions and systems relied upon understandable.

Review point	Y	N	N/A	Notes / evidence reference
The current fire strategy is identified, controlled and linked to supporting evidence.				
Evacuation strategy and resident information are aligned with the current building.				
Fire risk assessment records are current, complete and connected to actions.				
Fire detection, alarm and interface arrangements are documented.				
Smoke control, suppression and firefighting systems have structured records.				
Fire doors, compartmentation and cavity barrier information is available and maintained.				
Cause-and-effect, zoning, key settings and commissioning baselines can be located.				
Impairments, interim measures and outstanding defects are visible to authorised users.				

4. Structure and other safety-critical systems

Connect asset records to risks, inspections and operating requirements.

Review point	Y	N	N/A	Notes / evidence reference
Structural form, load paths and critical assumptions are understandable.				
Current structural assessments, inspections and monitoring records are controlled.				
Known structural risks, limitations and remedial works are recorded with evidence.				
Each safety-critical system has a unique record, purpose, location and owner.				
Dependencies between systems, utilities, controls and access arrangements are recorded.				
Commissioning, acceptance and baseline information is available.				
Inspection, test and maintenance requirements are defined with competent sources.				
Current status, defects, overdue actions and decommissioned assets are visible.				

5. Operational records

Preserve the chronology needed to understand the current position.

Review point	Y	N	N/A	Notes / evidence reference
Planned and completed inspection, test and maintenance records can be reconciled.				
Contractor attendance, competence information and scope of work are retained.				
Defects have owners, priorities, due dates, interim controls and close-out evidence.				
Incidents, alarms, unwanted events and safety occurrences are recorded and reviewed.				
System impairments include start/end times, authorisation and compensatory measures.				
Risk assessments and safety-case information are linked to the evidence they rely on.				
Resident engagement, complaints and relevant safety communications are retained.				
Operational logbook entries cannot be silently overwritten or deleted.				

6. Change control

Make building change visible before, during and after the work.

Review point	Y	N	N/A	Notes / evidence reference
Proposed change is described with reason, scope and affected areas or systems.				
Building-regulation and safety impacts are assessed by competent people.				
Required approvals and authorisations are recorded before work proceeds.				
Controlled design information and accepted change are clearly distinguished.				
Site discoveries and deviations are captured while evidence can still be obtained.				
Completion evidence, testing and updated records are required deliverables.				
The live building record is updated without destroying the superseded history.				
Users affected by the change are notified and required reviews are triggered.				

7. Information control and continuity

Test whether authorised users - including the next custodian - can rely on the record.

Review point	Y	N	N/A	Notes / evidence reference
Each record can retain source, author, date, revision, status and verification state.				
Current, draft, superseded, unverified and conflicting information are distinguishable.				
Access controls reflect personal, commercial and building-security sensitivity.				
Authorised users can find and understand information when they need it.				
Changes leave an audit trail showing who changed what, when and why.				
Records are backed up, retained and protected against unauthorised alteration.				
Useful exports are available without dependence on one supplier's proprietary system.				
Handover identifies scope, gaps, open actions, access and confirmed receipt.				

8. Gaps and action plan

A trustworthy record is honest about what is not known.

Review point	Y	N	N/A	Notes / evidence reference
Missing, conflicting and unverified information is recorded rather than concealed.				
Each gap identifies the building part, system, decision or risk it may affect.				
Significance and urgency are assessed by an appropriately competent person.				
Interim controls are recorded where the gap could affect safe management.				
A proportionate investigation or recovery action, owner and target date are assigned.				
New evidence is reviewed before a gap is closed.				
Closure records explain what was established and any residual uncertainty.				
Themes and repeated causes are reviewed to improve information governance.				

Review summary

Use this page to agree the priorities arising from the review. Transfer each gap or action into the controlled system used by the responsible organisation.

Priority action	Owner	Target	Evidence / closure

Official starting point

Building Safety Regulator: <https://www.gov.uk/guidance/keeping-information-about-a-higher-risk-building-the-golden-thread>
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