

A clearer view of what you will receive.

This guide explains the organisation of a typical structural engineering package. It is not a sample design and contains no usable structural calculations, member sizes or construction instructions.

01 Project information and scope

A cover sheet identifies the property, client, document purpose, issue date and revision. The agreed scope should explain which structural elements are included and what is excluded.

02 Information and design basis

The pack records relevant drawings, surveys, site information, materials, loading assumptions and design criteria. Missing information and assumptions need to be visible to the project team.

03 Calculation schedule

A schedule links each agreed structural element to its calculation. Depending on the scope, this may include beams, columns, floors, roof members, foundations, connections or stability checks.

Your actual documents are defined by the written quotation. A calculation-only appointment is different from a combined calculations and drawings package.

From design checks to clear details.

04 Structural layouts and details

Where included, drawings identify the location of designed elements and the relevant bearings, connections and other structural details. Read drawings with the calculations and their stated limitations.

05 Technical review and issue

The checking and review arrangements are appropriate to the scope and complexity of the project. Issued documents should have a clear revision and issue purpose. Superseded designs must not be used inadvertently.

06 Queries and changes

Building Control queries and design revisions are handled within the agreed scope. Tell the team if the architectural design or site conditions change; the engineering may need to be reviewed before work proceeds.

What an example schedule might look like

The entries below are labels only. They are not calculations or a specification for any building.

Reference	Description	Status in this guide
S-01	Project information	Explanation only
C-01	Beam calculation	No design supplied
D-01	Structural layout	No drawing supplied
R-01	Review and issue record	No approval implied

Useful questions to ask.

What is included?

Ask for a list of calculations, drawings, visits and reports, plus exclusions and any specialist design responsibilities.

What information is still needed?

Confirm whether surveys, trial pits, opening-up or ground investigation are required and who arranges them.

Who will design and review the work?

Request the proposed engineer's relevant experience, qualifications, membership details and the insurance information applicable to the appointment.

What happens if the plans change?

Check the revision process, the treatment of additional work and what support is included after issue.

How does Building Control fit in?

Engineering documents support the relevant submission and review. They do not guarantee approval. The applicable regulations differ across UK nations.

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