

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	BALUSTRADE RUN / STAIR / BALCONY	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

BALUSTRADE DRAWING / SCHEDULE AND REV	DESIGN HORIZONTAL LOAD (KN/M) AND USE CATEGORY STATED ON THE...	GUARDING HEIGHT SPECIFIED (MM) AND WHER...
BALUSTRADE SYSTEM — POSTS, INFILL, HANDRAIL, GLASS	FIXINGS SPECIFIED — TYPE, SIZE, EMBEDMENT, SUBSTRATE	LOAD EVIDENCE SPECIFIED (CALCULATION...

3. Design evidence — before any fixing

HOLD POINT

Design load and use category on the drawing; the balustrade manufacturer's calculation or test report shows the system as specified carries that load with the specified fixings into the specified substrate; report reference recorded	BS EN 1991-1-1 · BS 6180	
Glass type, thickness, laminate build and edge treatment on the drawing and matching the calculation; free-standing (cantilever) glass has a handrail or an interlayer the calculation relies on	BS 6180 · Drawing	
Substrate at every post or base position confirmed as the one the calculation assumes — concrete grade, steel, masonry — and any packing, screed or finish thickness allowed for	Drawing · Spec	
Products on site match the specified system; data sheets and anchor assessment documents on site	TDS	
CALCULATION / TEST REPORT REF	SUBSTRATE CONFIRMED AS / BY	ANCHOR / RESIN BATCH NUMBERS

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE			TIME	DATE

4. Fixings — inspected and photographed before infills, cladding or finishes

HOLD POINT

Every fixing of the type, size and embedment the drawing states; edge distances and spacings measured and at or above the anchor data-sheet minimums	Drawing · BS 8539					
Post-installed anchors installed to KD-QA-CR-003 — hole cleaned, resin from the base, embedment marked, cured for the data-sheet time before the post is loaded; proof tests where the specification requires and the results recorded	BS 8539 · TDS					
Base plates fully bearing — shims or grout as the detail; no packing beyond the detail; bolts torqued to the specified value with a calibrated wrench	BS 6180 · Drawing					
Welded or bolted connections between posts, rails and brackets as the drawing; site welds visually checked and dressed; galvanising or coating repaired at every site cut	Spec					
Every fixing photographed before it is hidden by cladding, soffit, infill or finishes; the photo refs recorded below	Practice					
FIXINGS INSTALLED / PROOF TESTED (NUMBER)	PROOF TEST RESULTS (LOAD / DISPLACEMENT)	PHOTO REFS (BEFORE COVERING)				
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE			TIME	DATE

5. Heights, gaps and infill — measured on the finished run

HOLD POINT

- Guarding height measured from the finished floor, or from the pitch line on a stair, at the ends and the middle of every run and recorded; matches the drawing — where the drawing gives nothing, the practice figures of 900 mm on a flight and 1100 mm elsewhere

Approved Document K
- No opening in the infill through which a 100 mm sphere passes, including at the bottom rail and between the end post and the wall; gap readings recorded

Approved Document K
- No horizontal rails or footholds that make the barrier readily climbable where the building's use requires it; infill as the drawing

Approved Document K
- Handrail continuous, at the specified height, returned or terminated as the drawing states; handrail fixings at the specified centres

BS 6180 · Drawing
- Posts plumb and rails level within the specified tolerance; line straight through the run; no rattle or movement at any joint under hand load

BS 6180 · Spec

HEIGHT READINGS (MM) — START / MIDDLE / END	LARGEST GAP FOUND (MM) / WHERE	PLUMB / LEVEL READINGS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

6. Glass — the specified glass, proven, installed as the calculation assumes

HOLD POINT

- Every pane the specified type, thickness and build; the mark showing the safety class is visible on every pane, or the delivery certificate ties each pane to the mark where marks are concealed

Approved Document K
- Edges polished or arrissed as specified; no chips, shells or scratches; laminated edges sealed where the data sheet requires

Spec · TDS
- Clamps, channels and standoffs of the specified type, torqued to the data-sheet value; setting blocks and gaskets as the system; glass not in contact with metal

TDS
- Where the calculation relies on a handrail connecting the panes, it is fitted and continuous before the barrier is used

BS 6180 · Drawing

GLASS MARKS / CERTIFICATE REFS	CLAMP TORQUE (NM)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

7. Load certification and handover

HOLD POINT

- Certificate of conformity from the installer stating the run, the system, the design load carried, the fixings and their tests, and the calculation or test report relied on; certificate number recorded

BS 6180 · Spec
- Site load test carried out where the specification requires — load, method and result recorded

Spec
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it; protection on until handover

Practice

CERTIFICATE OF CONFORMITY REF	SITE LOAD TEST RESULT (WHERE REQUIRED)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

8 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

9 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.