

DEFECTS-PERIOD INSPECTION — RECORD

QUALITY — ONE PER AREA

Inspections during the defects period · each defect located, described, its cause and responsible party recorded, access agreed,...

KD-QA-CO-008 Rev A0

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	BUILDING / AREA INSPECTED	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

DEFECTS PERIOD START / END (FROM THE CONTRACT)	INSPECTION DATE AND ATTENDEES (CLIENT / CA / PC)	DEFECTS NOTIFIED BY THE CLIENT SINCE THE LAS...
OCCUPIER CONTACT FOR ACCESS	SUBCONTRACTORS WITH DEFECTS LIABILITY (LIST)	DEFECTS LIST REF (ISSUED)

3. Inspection — every defect recorded so it can be found and priced

CHECK & RECORD

Every defect recorded with its location, element, description, probable cause and the responsible subcontractor; photographed; distinguished from damage, wear or misuse by the occupier, which is recorded separately

Spec · BS 8000-0

Defects notified by the client since the last inspection included and inspected, with the client's reference

Spec

Urgent items — water ingress, safety, loss of a service — flagged and actioned within the period the contract or the client requires; the date recorded

Spec

DEFECTS RECORDED (NUMBER) — URGENT / OTHER	ITEMS RECORDED AS DAMAGE OR MISUSE (NUMBER)	PHOTO REFS
--	---	------------

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
--------	------	------	-----	-----------------	--------------	--------------------

SUB SELF-CHECK — INITIALS

DATE

4. Rectification — access agreed, work done, re-inspected

HOLD POINT

Access agreed with the occupier for each item with a date and time; the occupier's requirements for protection, working hours and permits met; agreed dates recorded

Practice

Each defect rectified by the responsible subcontractor to the original specification and the relevant trade quality sheet; the method and materials recorded where they differ from the original

Spec

Each item re-inspected by someone other than the fixer and closed only when it passes under the same criterion as the original work; the occupier's representative invited to witness

Practice · BS 8000-0

Damage caused during rectification made good and recorded

Practice

ACCESS DATES AGREED (SUMMARY)	ITEMS CLOSED THIS INSPECTION (NUMBER)
-------------------------------	---------------------------------------

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

DEFECTS-PERIOD INSPECTION — RECORD

continued

QUALITY — ONE PER AREA

KD-QA-CO-008 Rev A0

5. End of the defects period

HOLD POINT

- Final inspection at the end of the period with the client or contract administrator; every item on every list closed or scheduled with the client's written agreement; the schedule of outstanding items referenced

Spec
- Certificate of making good defects, or the contract's equivalent, applied for on the evidence of this record; reference recorded when issued

Spec
- The defects history — every list, every closure — filed with the handover quality record so the pattern of defects informs the next job

Practice

FINAL INSPECTION DATE / ATTENDEES

MAKING GOOD CERTIFICATE REF / DATE

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 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?

7 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)

DEFECTS-PERIOD INSPECTION — RECORD

continued

QUALITY — ONE PER AREA

KD-QA-CO-008 Rev A0

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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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

DEFECTS-PERIOD INSPECTION — RECORD

QUALITY — ONE PER AREA

continued

KD-QA-CO-008 Rev A0

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.