

ERECTION — ALIGNMENT, PLUMB AND BOLTING — QUALITY INSPECTION CHECK... QUALITY — ONE PER AREA

Frame lined, levelled and plumbed within tolerance, every bolt in and tightened and marked BEFORE fire protection or cladding c... KD-QA-ST-002 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	PHASE / GRIDLINES / LEVEL	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

GA, CONNECTION DETAILS AND BOLT LIST REVISION	ERECTION TOLERANCES (PLUMB / LEVEL / LINE) FROM THE SPECIFICATI...	EXECUTION CLASS
BOLT GRADES AND TIGHTENING METHOD (FROM THE DRAWING)	ERECTION STABILITY / TEMPORARY BRACING DESIGN REF	SURVEYOR FOR THE ALIGNMENT CHECK (NAME)

3. Bases and set-out

HOLD POINT

Column positions and base levels surveyed against the grid before erection; holding-down bolts checked on KD-QA-ST-004 and within tolerance; packs of the thickness needed under every base

NSSS · Drawing

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. Temporary stability during erection

HOLD POINT

Temporary bracing, guys and props to the design in section 2 in place before the crane releases each member; nothing left free-standing at the end of a shift beyond what the design allows

BS 5975-1

Permanent bracing and connections completed in the sequence the erection method statement states before the next lift

BS 5975-1

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. Alignment — plumb, level and line

HOLD POINT

Every column plumbed and every beam levelled and lined by survey — not by eye — within the tolerances in section 2; the worst reading for each recorded

BS EN 1090 · NSSS

Survey done before final bolting and again after; deviations beyond tolerance reported to the engineer with the instruction recorded before any connection is covered

NSSS

WORST PLUMB / LEVEL / LINE READING AND WHERE	SURVEY 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. Bolting — every bolt in, tightened, marked

HOLD POINT

- Every connection has the bolt grade, size and number the drawing shows; no bolt holes left empty; washers where the drawing shows them; no site-drilled or reamed holes without the engineer's instruction
- BS EN 1090 · Drawing

Non-preloaded bolts tightened snug with the connection plies in contact; preloaded assemblies tightened by the method in section 2 (torque with a calibrated wrench, part-turn or tension indicator) and each one marked when complete

BS EN 1090

Torque wrench calibration certificate in date; the tightening record for preloaded bolts (connection, bolt count, method, operative, date) referenced

BS EN 1090

Bolt threads protruding beyond the nut by the minimum the standard states; bolts in slotted holes fitted with the plate washer drawn

BS EN 1090

BOLTING RECORD REF / CONNECTIONS CHECKED (COUNT)

TORQUE WRENCH CALIBRATION REF

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. Connections complete before covering

HOLD POINT

- Every connection in the area inspected, bolted and marked; site welds accepted on KD-QA-ST-003; the connections listed and photographed before intumescent, board, cladding or ceilings cover them
- BS EN 1090

Damaged coating at connections and site cuts repaired to the specification before covering; readings recorded

Spec · TDS

PHOTO REFS — CONNECTIONS 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

8. Records for the structure file

CHECK & RECORD

- Inspection records, certificates and test reports for this sheet referenced and filed with the structure's golden-thread record; deviations reported to the engineer and the instruction recorded
- Practice

CERTIFICATE / REPORT REFS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

9 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?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.