

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 | RUN / BOUNDARY REF     | 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

|                                                          |                                                   |                                                  |
|----------------------------------------------------------|---------------------------------------------------|--------------------------------------------------|
| FENCING DRAWINGS, SCHEDULE AND REVISION                  | FENCE / GATE / BARRIER TYPE AND HEIGHT (SCHEDULE) | POST SIZE / SPACING / DEPTH IN GROUND / CO...    |
| UNDERGROUND SERVICES ALONG THE LINE (SCAN / RECORDS REF) | GATE IRONMONGERY, CLOSERS AND LOCKS (SCHEDULE)    | LINE, PLUMB AND HEIGHT TOLERANCE (SPECIFICATION) |

3. Setting out and levels

CHECK & RECORD

Lines, levels and falls set out from site control to the drawing and checked independently; finished levels at every threshold, gully and change of gradient marked and matching the drawing

Drawing

INDEPENDENT CHECK BY / DATE

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

4. Posts

HOLD POINT

Every post of the size in section 2 set to the depth in section 2 — measured before concreting — in a hole of the size drawn with the concrete specified, plumb, at the spacing drawn; post holes scanned for services before digging and the record in section 2 referenced

Drawing · Spec

Posts left undisturbed until the concrete has cured for the period the specification states; tops of posts to the line and level in section 2

Drawing

POST DEPTHS MEASURED (MIN / MAX) / CONCRETE TICKET

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. Panels, rails and mesh

CHECK & RECORD

Panels, rails, mesh and boards of the type in section 2 fixed with the fixings and at the centres the data sheet or drawing states; height above ground as the schedule — measured; bottom gap within the figure the drawing states

Drawing · TDS

Line and plumb within the tolerance in section 2 sighted along the run; the worst reading recorded

Spec

HEIGHT MEASURED (MIN / MAX) / WORST LINE DEVIATION

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Gates and barriers

CHECK & RECORD

- ☐ Gates hung level and plumb, swinging freely without dropping, closing and latching against their stops; closers, locks and access controls in section 2 fitted, adjusted and tested; rising barriers commissioned by the supplier with the record referenced
- ☐ Ground clearance under gates and gap at closing edges within the figures the schedule states; finger traps guarded where the schedule requires

Spec · TDS

Spec

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Finish and coatings

CHECK & RECORD

- ☐ Galvanising and coatings undamaged or repaired with the product the specification names; cut ends of timber treated; concrete collars finished below ground or as drawn

Spec · TDS

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS 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 / DATE... | 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)

FENCING, GATES AND BARRIERS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

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| 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.