

FLOOR JOISTS, STRUTTING AND NOTCHING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Bearings, hangers, strutting, trimming and every notch and hole within the limits BEFORE the decking goes down · one sheet per...

KD-QA-CJ-006 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	FLOOR / LEVEL / PLOT	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

FLOOR JOIST LAYOUT AND REVISION	JOIST TYPE / SIZE / CENTRES (DRAWING)	MINIMUM BEARING / HANGER TYPE (DRAWING)
STRUTTING ROWS AND TYPE (DRAWING)	NOTCHING AND DRILLING LIMITS (DRAWING / STANDARD)	DECKING SPECIFIED

3. Timber — grade, size and treatment

HOLD POINT

Every structural member carries a grade stamp for the strength class the drawing names and is the section size drawn — measured; engineered joists and beams are the product and depth on the drawing

Drawing · Spec

Treated timber where the specification requires it, to the use class stated, with the treatment certificate referenced; cut ends and notches re-treated with the product the treatment data sheet names

BS 8417 · TDS

No timber with splits, wane, large knots or distortion beyond the grade; wet or stained timber set aside until dry

BS 8000-0

STRENGTH CLASS / GRADE STAMPS SEEN	TREATMENT CERTIFICATE REF / USE CLASS
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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. Bearings and hangers

HOLD POINT

Every joist bears the length in section 2 on the wall, plate or beam — measured; joists into hangers of the type in section 2 sized for the joist, fully nailed through every hole with the nails the data sheet names, and the joist tight to the back of the hanger

Drawing · TDS

Hangers built in as the wall rose, with the masonry above cured before loading, or bolted to beams as detailed; joists not bearing on the outer leaf or on a DPC-less plate

NHBC 6.4

Restraint straps at the spacing the drawing shows across the joists and to the walls, with noggins and packing

Drawing

SMALLEST BEARING MEASURED (MM) / WHERE						
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. Joists — size, centres and level

HOLD POINT

- ☐
- Joist size and centres match section 2 — measured; doubled or tripled joists under partitions and around openings as the drawing shows, bolted or nailed together as detailed
- Drawing
- ☐
- Joists level within the tolerance the specification states and regularised where the drawing calls for it; the worst reading recorded
- Spec
- ☐
- Engineered joists installed as the data sheet states — web stiffeners, blocking and backer blocks at every location the data sheet requires
- TDS

WORST LEVEL DEVIATION (MM) / WHERE

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. Strutting and blocking

HOLD POINT

- ☐
- Strutting rows at the positions and of the type in section 2 for the span — solid or herringbone, tight, with a gap no wider than the specification allows to the wall at the ends and packed
- BS 8103-3 · NHBC 6.4
- ☐
- Solid blocking at supports where the drawing shows it and under every partition running across the joists
- 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	

7. Notching and drilling — every one within the limits

HOLD POINT

- ☐
- Notches only in the top edge, no deeper than one eighth of the joist depth, and only between 0.07 and 0.25 of the span from a support; no notches in engineered joists at all unless the data sheet allows
- BS 8103-3 · TDS
- ☐
- Holes on the centreline, no larger than one quarter of the depth, only between 0.25 and 0.4 of the span from a support, and at least three diameters apart; holes in engineered joist webs only in the positions and sizes the data sheet shows
- BS 8103-3 · TDS
- ☐
- Every notch and hole outside those limits recorded and reported to the engineer before decking — a joist cut wrong is replaced or repaired as the engineer instructs
- Practice

NOTCHES / HOLES OUTSIDE THE LIMITS — WHERE / ENGINEER'S INSTRUCTION

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. Trimming, openings and services

CHECK & RECORD

- ☐
- Trimmers and trimming joists around stair and service openings as the drawing, with the hangers or connectors detailed; openings of the size drawn
- Drawing
- ☐
- Services in the floor zone installed and inspected by their trades before decking and signed on KD-QA-SYS-009; no joist cut for a pipe after this sheet is released
- Practice

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

HOLD POINT

Practice · TDS

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

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.

[illegible]

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

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continued

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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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.