

GUIDE ALIGNMENT AND CAR INSTALLATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Guide rails, machine, ropes, car, counterweight and landing doors · guides aligned within the manufacturer's tolerance before the...

KD-QA-LV-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	LIFT / SHAFT	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

LIFT REFERENCE AND MANUFACTURER'S INSTALLATION DRAWING REF	DISTANCE BETWEEN GUIDES AND ALIGNMENT TOLER...	BRACKET AND FISHPLATE BOLT TORQUES SPECIFIED...
ROPES / BELTS — NUMBER, SIZE AND TENSION SPECIFIED	COUNTERWEIGHT BALANCE SPECIF...	SILL GAP AND DOOR TOLERANCES SPECIFIED (MM)

3. Guide rails — before the car

HOLD POINT

Distance between guides measured at every bracket and within the tolerance in section 2; guides plumb over the full travel — the worst reading recorded	TDS · BS EN 81-20
Guide joints fishplated with every bolt torqued to section 2 and the joint faces flush — no step a shoe can catch; brackets fixed to the structure with every bolt torqued	TDS
Guide fixings free to allow the building movement the drawing allows for; guides cleaned and lubricated as the data sheet states	TDS
WORST DBG / ALIGNMENT READING (MM) / WHERE	TORQUE APPLIED (NM) — BRACKETS / FISHPLATES

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. Machine, ropes and suspension

WITNESS

Machine bedplate level and on the isolation the drawing shows; sheave and drive alignment to the data sheet; ropes or belts of the number and size in section 2 with terminations made to the data-sheet method	TDS · BS EN 81-20
Rope tension equalised — tension measured on every rope and within the data-sheet tolerance of each other; recorded	TDS
Overspeed governor, its rope and tension device fitted and free; buffers at the pit positions to the drawing	BS EN 81-20 · Drawing
ROPE TENSION READINGS	

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

5. Car and counterweight

CHECK & RECORD

Car sling square, safety gear fitted and linked to the governor, car assembled to the drawing with its guide shoes adjusted; counterweight filler weights secured and the balance measured against section 2	BS EN 81-20 · TDS
Car top balustrade, stop switch, inspection control and lighting fitted as BS EN 81-20 requires before anyone rides the car top	BS EN 81-20
BALANCE MEASURED (%)	

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

6. Landing doors and sills

CHECK & RECORD

BS EN 81-20 · Drawing

Approved Document B

SILL GAP MEASURED (MM) — WORST / FLOOR

LANDING LOCKS PROVED / TOTAL

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Ready for safety tests

HOLD POINT

Practice

RELEASED BY (NAME) / 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

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.

[illegible]

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.