

# HOISTS — ERECTION, TIE-IN AND INSPECTION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Passenger and goods hoists, transport platforms and mast climbers · erected to the manufacturer's instructions and the tie-in desi...

KD-QA-SA-004 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 | HOIST REF / LOCATION   | 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

|                                            |                                                   |                                        |
|--------------------------------------------|---------------------------------------------------|----------------------------------------|
| HOIST TYPE, MODEL AND RATED LOAD / PERSONS | TIE-IN DESIGN REF AND REV (STRUCTURE AND FIXINGS) | BASE / FOUNDATION DESIGN REF           |
|                                            |                                                   |                                        |
| ERECTION CONTRACTOR AND SUPERVISOR         | LANDINGS SERVED (NUMBER) AND GATE TYPE            | THOROUGH EXAMINATION SCHEME / EXAMINER |
|                                            |                                                   |                                        |

### 3. Erection and tie-in — before the examination

HOLD POINT

|                                                                                                                                                                                                     |                        |                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|
| Erected by the manufacturer's trained erectors to the current instructions; mast sections, bolts and torques as the instructions state; base on the designed foundation with the designed fixings   | BS 7212 · TDS          |                                |
| Ties at the spacing and positions the tie-in design states, fixed with the designed anchors into the designed structure; anchor proof tests to the design load recorded where the design requires   | BS 7212 · Spec         |                                |
| Mast plumb within the manufacturer's tolerance; landings level with the car floor within tolerance; landing gates interlocked and proven; car gates, overload device and emergency stop functioning | BS 7212 · TDS          |                                |
| Base enclosure and landing protection complete; ground-level gate; exclusion under the car travel; signage of rated load and persons                                                                | BS 7212 · WAHR 2005    |                                |
| TIE POSITIONS INSTALLED VS DESIGN (LIST)                                                                                                                                                            | ANCHOR TEST RECORD REF | PLUMB / LANDING LEVEL READINGS |
|                                                                                                                                                                                                     |                        |                                |

|                           |      |                                           |      |                 |              |                    |
|---------------------------|------|-------------------------------------------|------|-----------------|--------------|--------------------|
| 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. Thorough examination and handover — before anyone rides it

HOLD POINT

|                                                                                                                                                                      |                          |                                           |      |                 |              |                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|------|-----------------|--------------|--------------------|
| Thorough examination after installation and before first use by the competent examiner; report number and date recorded; defects cleared before use                  | LOLER 1998 · BS 7212     |                                           |      |                 |              |                    |
| Drop test or overspeed safety device test carried out and recorded as the manufacturer's instructions state                                                          | TDS · BS 7212            |                                           |      |                 |              |                    |
| Handover certificate from the erector naming the hoist, the tie-in design, the landings and any restrictions; operator trained on THIS model with the record on site | BS 7212                  |                                           |      |                 |              |                    |
| Reviewer accepted the hoist for use on the evidence above; acceptance recorded before the first passenger                                                            | Practice                 |                                           |      |                 |              |                    |
| THOROUGH EXAMINATION REPORT NO. / DATE                                                                                                                               | HANDOVER CERTIFICATE REF | ACCEPTED FOR USE BY / 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            |              |                    |
|                                                                                                                                                                      |                          |                                           |      |                 |              |                    |

5. In-service inspection

CHECK & RECORD

Daily pre-use check by the operator to the manufacturer's checklist; weekly inspection recorded; thorough examination repeated at the statutory interval (six months where it carries persons) or to the scheme LOLER 1998 · BS 7212

Inspection after any alteration, extension, adverse weather or impact — ties, mast and gates checked and recorded before use resumes BS 7212 · PUWER 1998

Rated load and persons never exceeded; loads secured; defects reported and the hoist taken out of use until cleared BS 7212

LAST WEEKLY INSPECTION DATE / BY

NEXT THOROUGH EXAMINATION DUE

DEFECTS / OUT OF USE (DATES)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

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)

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 |
|--------------|-----------------|---------|-----------|------|------|
|              |                 |         |           |      |      |

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.