

HOISTS AND PLATFORM LIFTS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Construction hoists and permanent vertical lifting platforms · base and ties designed and fixed, gates and interlocks proved, overl...

KD-QA-LV-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 / PLATFORM / 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 OR PLATFORM REFERENCE, TYPE, RATED LOAD AND TRAVEL	BASE, FOUNDATION AND TIE DESIGN REF
ELECTRICAL SUPPLY AND PROTECTION SPECIFIED	OVERLOAD AND SAFETY TESTS SPECIFIED
COMPETENT PERSON FOR THOROUGH EXAMIN...	

3. Before erection or installation

HOLD POINT

Base or foundation built to the design in section 2 — bearing proved, level measured, and the fixings or ties at the design positions with pull-out tests where the design requires; results recorded	Spec · BS 7212
Electrical supply of the rating in section 2 with its protection and isolator, tested on KD-QA-EL-004	BS 7671
Platform lifts — pit, structural fixings and landing openings to the manufacturer's drawing and measured	BS EN 81-41 · Drawing
TIE / FIXING PULL-OUT RESULTS (KN)	KD-QA-EL-004 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	

4. Erection and installation

CHECK & RECORD

Mast ties at the design spacing and the mast plumb within the manufacturer's tolerance — measured; every landing with its gate, interlock and overrun protection; enclosure to the height the manufacturer requires	BS 7212 · TDS					
Rated load, notices and controls marked on the car and at every landing; platform lifts — guards, edge protection and controls to BS EN 81-41 and the data sheet	BS 7212 · BS EN 81-41					
MAST PLUMB DEVIATION (MM)	LANDING GATES AND INTERLOCKS PROVED / TOTAL					
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. Tests and thorough examination — before use

WITNESS

Overload, brake and safety-device tests in section 2 carried out with the loads the manufacturer states and witnessed — every value recorded; every landing interlock prevents movement with a gate open	BS 7212 · BS EN 81-41					
Thorough examination by the competent person in section 2 under LOLER 1998 before first use, and at the intervals the regulations require thereafter — report reference recorded	LOLER 1998					
OVERLOAD TEST LOAD (% RATED) / RESULT	THOROUGH EXAMINATION REPORT REF / DATE					
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		

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HOLD POINT

Practice

RESULT Pass Fail N/A

Date/time on photo

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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QUALITY — ONE PER AREA

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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.