

INSPECTION REQUEST

The notice that a hold or witness point is ready — starts the clock

QUALITY — SUBMIT IN ADVANCE

KD-QA-SYS-003 Rev A0

The subcontractor raises this when a hold or witness point is ready for inspection. It gives the notice agreed on the package cover sheet. For a WITNESS point, if the client does not attend after the agreed notice, the work may proceed and the reviewer records that here. For a HOLD point, the work waits.

1 REQUEST

REQUEST NO.	RAISED (DATE / TIME)	PROJECT / SITE REF	PACKAGE	RAISED BY
BLOCK / LEVEL / ROOM / GRID	INSPECTION POINT		AREA SHEET REF	H / W
READY FOR INSPECTION FROM (DATE / TIME)	NOTICE GIVEN (HOURS)	SITE CONTACT AND PHONE	SELF-CHECK COMPLETE? (Y/N)	

2 RESPONSE

- ☐ Inspection attended at the time stated
- ☐ Rearranged — new time recorded below
- ☐ WITNESS point — not attended after the agreed notice; work may proceed (reviewer to sign)
- ☐ HOLD point released — signed on the area sheet
- ☐ Failed — non-conformance raised (reference below)

INSPECTED / DECIDED (DATE / TIME)	NCR REF IF FAILED	NOTES

Reviewer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Client / clerk of works (where attending):

PRINTED NAME	ROLE	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	2026-08-28	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.