

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	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, RATED LOAD AND SPEED	TEST STANDARD APPLIED	PERSON TESTING AND THE WITNESS (NAMES / ORGANI...
CONFORMITY ASSESSMENT ROUTE AND THE CONFORMITY ASSESSMENT BODY	FIRE SERVICE / EVACUATION CONTROL SPECIFIED	

3. Before the tests**HOLD POINT**

Installation complete on KD-QA-LV-002; permanent power tested on KD-QA-EL-004; machine space and shaft clean, lit and ventilated; test weights on site to the rated load and beyond as the test standard requires	Spec · BS 7671
Test weights and instruments with their certificates referenced; the area around the lift closed to everyone but the test team	Practice
KD-QA-LV-002 / KD-QA-EL-004 REFS	

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. Safety tests — witnessed, every value recorded**WITNESS**

Safety gear and overspeed governor tripped at the recorded tripping speed with the car loaded as the test standard requires — the car held on the guides; buffers tested with the loaded car	BS 8486-1
Brake test at the overload the test standard requires — the car held; traction test — the car cannot be raised with the counterweight on its buffers; ascending-car overspeed and unintended-movement protection tested where fitted	BS 8486-1
Landing and car door locks, closing force and reversal device tested at every landing; levelling accuracy measured at every floor and within the BS EN 81-20 limit	BS EN 81-50
Alarm and two-way communication proved to the remote centre; emergency lighting, rescue operation and the firefighting or evacuation control in section 2 demonstrated	BS EN 81-20 · Spec

GOVERNOR TRIPPING SPEED (M/S) / RATED	BRAKE TEST LOAD (% RATED) / RESULT	WORST LEVELLING (MM) / FLOOR				
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. Certification — before the lift carries anyone

HOLD POINT

- ☐ Declaration of conformity and marking under the Lifts Regulations 2016 in place, naming the body in section 2; the installer's test certificate for every test above signed by the tester and the witness Lifts Regulations 2016
- ☐ Thorough examination by a competent person under LOLER 1998 before first use — report reference recorded; the client's insurer notified where the specification requires LOLER 1998
- ☐ Electrical Installation Certificate for the supply and the lift installation referenced BS 7671

DECLARATION OF CONFORMITY REF

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

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

6. Handover

HOLD POINT

- ☐ Keys, release tools, technical file, test records, as-installed drawings, O&M and rescue instructions handed to the client's named person; the maintenance contract in place from the handover date; client staff trained on the rescue procedure and the training recorded Spec · PUWER 1998
- ☐ Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice

HANDED TO (NAME) / DATE

MAINTENANCE CONTRACT REF / START 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

7 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?

8 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)

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.