

LIFT SHAFT AND PIT ACCEPTANCE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

The shaft handed to the lift installer · plumb-line survey against the manufacturer's tolerances, pit and headroom measured, fixing...

KD-QA-LV-001 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, TYPE AND DUTY	LIFT MANUFACTURER'S BUILDER'S-WORK DRAWING REF AND REVISION	PLUMB AND DIMENSIONAL TOLERANCES SPECIFIED
PIT DEPTH AND HEADROOM SPECIFIED (MM)	GUIDE BRACKET FIXING DETAIL AND LIFTING BEAM SWL SPECIFIED	SHAFT FIRE RESISTANCE AND LANDING DOOR RATING...

3. Dimensions and plumb — surveyed

HOLD POINT

Plumb lines dropped the full height of the shaft and the clear width and depth measured at every landing and at the pit and headroom — every reading within the tolerance in section 2 of the drawing dimension; readings recorded

Drawing · Spec

Plumb deviation over the full height within the tolerance in section 2 — the worst reading recorded; the shaft is not handed over with a deviation the guides cannot pack out

Drawing

Pit depth and headroom measured from the finished floor levels and not less than section 2

Drawing · BS EN 81-20

WORST DIMENSIONAL DEVIATION (MM) / WHERE

PLUMB DEVIATION OVER HEIGHT (MM)

PIT DEPTH / HEADROOM MEASURED (MM)

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. Structure, fixings and the lifting beam

CHECK & RECORD

Guide bracket fixing positions and the structure behind them to the drawing — cast-in inserts or the substrate for post-installed anchors as the detail requires; pull-out tests where the specification requires with results recorded

Drawing · Spec

Divider beams, machine bedplate supports and the lifting beam at the drawing positions; lifting beam marked with its safe working load and its test certificate referenced

Drawing · LOLER 1998

PULL-OUT TEST RESULTS (KN) / POSITIONS

LIFTING BEAM SWL / TEST CERTIFICATE REF

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

5. Pit, landings and openings

CHECK & RECORD

- ☐ Pit dry and waterproofed as the drawing details, clean, with the drainage or sump the drawing shows; pit ladder, light, socket and stop-switch provisions at the positions the drawing shows Drawing · BS EN 81-20
- ☐ Landing opening sizes, sill positions and the structure to carry the door frames to the drawing at every floor — measured and recorded; finished floor levels marked at every landing Drawing
- ☐ Shaft walls to the fire resistance in section 2 with every penetration fire-stopped and recorded on KD-QA-FP; no service other than the lift's in the shaft Approved Document B

PIT DRY (Y / N) / WATERPROOFING REF

LANDING OPENINGS MEASURED — WORST DEVIATION (MM)

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Power, lighting and protection

CHECK & RECORD

- ☐ Permanent or temporary power to the machine space at the rating the manufacturer requires and tested on KD-QA-EL-004; shaft and machine-space lighting to the drawing BS 7671 · Spec
- ☐ Every landing opening guarded to full height and every shaft access controlled before handover to the installer; hoarding does not obstruct the plumb lines Spec

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

7. Release to the lift installer

HOLD POINT

- ☐ Every item above closed; the shaft handed to the lift installer on KD-QA-SYS-009 with the survey attached — the installer's acceptance signature recorded Practice

KD-QA-SYS-009 REF / INSTALLER'S ACCEPTANCE (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.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

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continued

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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.