

LIFTING EQUIPMENT — THOROUGH EXAMINATION AND LIFT PLAN CHECK — QUALITY — ONE PER AREA

Before any lift — thorough examination reports current for the crane or hoist and every accessory, lift plan by the appointed person... KD-QA-SA-003 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 LOCATION / CRANE POSITION	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

LIFTING EQUIPMENT — TYPE, MODEL, SWL / CAPACITY	LIFT PLAN REF / APPOINTED PERSON	LIFT CATEGORY (BASIC / STANDARD / COMPLEX)
LOAD(S) — DESCRIPTION AND WEIGHT (KG) AND HOW THE WEIGHT IS KNOWN	MAXIMUM RADIUS AND CONFIGURATION (M / BOOM / C...	GROUND BEARING REQUIRED (KN/M²) AND HOW PR...

3. Documents — thorough examination and the lift plan

HOLD POINT

Thorough examination report for the crane or lifting machine current — within twelve months, or six months where it lifts persons, or to the written examination scheme; report number and date recorded	LOLER 1998	
Every lifting accessory to be used (slings, shackles, beams, chains, hooks) individually marked with its SWL and within its six-monthly thorough examination; the accessory register on site	LOLER 1998	
Lift plan prepared by the appointed person for this lift or this category of repetitive lift and matches what is on site — equipment, configuration, load, radius, ground, exclusion zone, weather limits	BS 7121 · LOLER 1998	
Operator, slinger / signaller and supervisor competence cards current and recorded; the crew briefed on the plan before the first lift	BS 7121	
THOROUGH EXAMINATION REPORT NO. / DATE (MACHINE)	ACCESSORY REGISTER REF / OLDEST EXAMINATION DATE	CREW BRIEFED — BY / TIME

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. Site check — the plan is what is on the ground

HOLD POINT

Crane or machine set up as the plan states — outrigger spread, mats of the size the plan requires on ground proven to the stated bearing; level checked; rated capacity indicator working	BS 7121 · PUWER 1998	
Actual load weight confirmed against the plan's figure and the plan's radius not exceeded; the load-radius chart on site; lifts within the stated percentage of capacity	BS 7121	
Accessories rigged as the plan's sling arrangement; sling angles within limits; tag lines fitted; lifting points on the load as the drawing states	BS 7121 · Drawing	
Exclusion zone established below the load path and held; overhead lines and obstructions as the plan; wind within limit at the start	BS 7121 · LOLER 1998	
Trial lift — load raised just clear, held, checked for balance and brakes, then the lift proceeds; recorded	BS 7121	
WIND AT START (M/S) / LIMIT	MATS / OUTRIGGERS SET AS PLAN — CHECKED BY	TRIAL LIFT TIME / RESULT

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. Release to lift and record

HOLD POINT

- Lift supervisor confirms points 3 and 4 complete and releases the lift; any change to load, radius, equipment or weather stops the lift until the appointed person amends the plan in writing
- BS 7121 · LOLER 1998

Record of the lifts made — number, loads, any incident or stop — kept with this sheet

Practice

RELEASED BY (LIFT SUPERVISOR) / TIME

LIFTS COMPLETED / STOPS

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 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 / DATE...	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.