

METAL DECKING AND SHEAR STUDS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Deck bearing, fixing and closures right, stud welds tested and passed BEFORE the slab is poured · one sheet per bay or level

KD-QA-ST-005 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	BAY / LEVEL / GRIDLINES	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

DECKING LAYOUT AND STUD DRAWING REVISION	DECK PROFILE / GAUGE / SPAN DIRECTION	MINIMUM END BEARING ON SUPPORTS (DRAWING)
DECK FIXING TYPE AND PATTERN (DRAWING)	STUD SIZE / LENGTH / SPACING (DRAWING)	STUD TEST REGIME FROM THE SPECIFICATION / WPS

3. Deck laid to the drawing

HOLD POINT

Profile and gauge match section 2; sheets span in the direction drawn and bear on every support by at least the length in section 2 — measured; no sheet cut short and propped	Drawing
Fixings of the type and at the pattern in section 2 at every support and side lap; no missing fixings at the ends where uplift is highest	Drawing
Edge trim, closures and end caps fitted at every edge, column and opening so concrete cannot escape; openings framed as drawn	Drawing
Deck clean of oil, water, ice and debris before studs and before concrete; damaged or deformed sheets replaced	BS EN ISO 14555
SMALLEST BEARING MEASURED (MM) AND WHERE	

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. Stud welding — qualification and test

HOLD POINT

Operator and equipment qualified for the process; the welding procedure for through-deck studs on site with the settings recorded	BS EN ISO 14555
Pre-production test at the start of every shift or change of settings — the number of studs in section 2 bent to the angle the procedure states with no failure in the weld; the count and result recorded	BS EN ISO 14555
Production test at the frequency in section 2 by ring or bend test; every stud with a failed weld replaced and re-tested; a full 360° weld collar on every stud on visual inspection	BS EN ISO 14555
PRE-PRODUCTION / PRODUCTION TESTS — COUNT / ANGLE / 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. Studs to the drawing

HOLD POINT

Stud size, length after welding and spacing match section 2 — spacing measured over a sample and the worst deviation recorded; studs in the trough position drawn Drawing

Every stud fully welded and undamaged; studs on every beam the drawing shows, including edge beams and around openings Drawing

WORST STUD SPACING DEVIATION (MM) AND WHERE

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. Pre-pour release

HOLD POINT

Reinforcement (mesh, edge bars, cover chairs) over the deck as the drawing and released on KD-QA-CF-002; propping to the deck design in place where drawn Drawing · Practice

Reviewer has walked the bay and released the pour; hold recorded on KD-QA-SYS-002 Practice

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)

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continued

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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.