

METAL FRAMING AND DEFLECTION HEADS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Metal stud partitions and independent linings · set-out, head and base tracks, deflection heads, stud centres, openings and fixings...

KD-QA-DL-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	ROOM / WALL REFERENCE	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

PARTITION SYSTEM AND TYPE REFERENCE	PARTITION LAYOUT DRAWING AND REVISION	BS 5234 DUTY GRADE SPECIFIED
FIRE RATING AND ACOUSTIC RATING SPECIFIED	DEFLECTION HEAD DETAIL AND ALLOWANCE (MM)	STUD CENTRES / SECTION (MM)

3. Area ready — before the trade starts in this area

CHECK & RECORD

Building weathertight in this area — roof and windows in, or temporary weathering agreed; no standing water on the floor	Practice	
Floor and ceiling structure complete; the trade before has handed the area over on KD-QA-SYS-009 with its outstanding items listed	Practice	
Air temperature 5 °C or above where jointing compound or plaster will be used; boards stored flat, dry and off the floor	TDS	
Set-out lines and finished-floor-level datum marked in the area; partition drawing revision recorded in section 2	Drawing	
KD-QA-SYS-009 REFERENCE	AIR °C / DATE	BOARD STORAGE LOCATION AND CONDITION

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

4. Set-out

WITNESS

Partition lines set out from the drawing gridlines and recorded — position of each wall within ±5 mm of the drawing dimension or the tolerance the specification names	Drawing					
Door and opening positions marked and checked against the door schedule — structural opening width and height recorded	Drawing					
Set-out allows for the finished thickness (board layers, tiles, linings) so the finished room dimensions match the drawing	Drawing					
Clashes with services, columns and ceiling bulkheads raised now, not after the track is fixed	Practice					
LARGEST DEVIATION FROM DRAWING (MM) AND WHERE	SET OUT BY / CHECKED BY					
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. Head and base tracks and the deflection head

HOLD POINT

- Base track fixed to the structural floor at the centres the data sheet gives (600 mm typical) with the fixing type specified for that substrate; first fixing within 100 mm of each end TDS · BS 8212
- Head track fixed to the structure at the same centres; NOT fixed to the suspended ceiling grid or to services TDS
- Deflection head formed to the drawn detail — the deflection allowance measured and recorded; studs cut short by that allowance and NOT screwed to the head track Drawing · TDS
- Acoustic sealant or the specified isolation strip under the base track and at the head, continuous, where the acoustic rating requires it Approved Document E
- Track continuous across the line — joints butted; corners and junctions formed with the manufacturer's detail BS 8000-8

DEFLECTION ALLOWANCE MEASURED (MM) FIXING TYPE AND CENTRES (MM) ACOUSTIC SEAL / STRIP FITTED

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. Studs, openings and fixings — before boarding

HOLD POINT

- Studs at the specified centres (600 mm typical; 400 mm where tiling or a heavy-duty grade is specified) — measured on three bays and recorded; studs plumb within 3 mm over 2 m BS 8212 · NHBC 9.1
- Studs the section and gauge the system data sheet gives for this partition height; unbraced height within the data-sheet limit for the duty grade TDS · BS 5234-1
- Door openings framed with the boxed or doubled studs the detail shows; head and sill members fixed; frame fixings at the centres the door data sheet gives Drawing · TDS
- Openings for glazing, hatches and ducts framed to the drawn size; horizontal noggings where board edges or fixtures need them Drawing
- Patresses and fixing plates for heavy items positioned to the M&E and joinery drawings — recorded on KD-QA-DL-002 before the wall is closed Drawing
- Framing straight, no twisted or damaged studs; cut edges clean; no loose members BS 8000-8

STUD CENTRES MEASURED (THREE BAYS) WORST PLUMB READING (MM OVER 2 M) OPENINGS VS SCHEDULE

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. Structure interfaces and abutments

CHECK & RECORD

- Abutments to columns, walls and slabs fixed as the detail shows; gaps at abutments within the tested detail's allowance where the wall is fire- or acoustic-rated Drawing · TDS
- Movement and control joints positioned where the drawing shows them and at the spacing the data sheet requires Drawing · TDS
- Framing does not bridge a movement joint in the structure Drawing

MOVEMENT JOINTS POSITIONED (REFS)

RESULT Pass Fail N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

8. Snagging closed and handover to the next trade

HOLD POINT

- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Area cleared of offcuts and dust; boards and finished surfaces protected where the next trade could damage them
- Photographs of every covered-up element on this sheet filed against the photo references before the next trade starts
- Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed

Practice

Practice

Practice

Practice

HANDED TO (TRADE / NAME / DATE)

KD-QA-SYS-009 REFERENCE

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

9 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?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

12 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

13 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.