

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	TASK LOCATION / AREA	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

SURVEY / REGISTER ENTRY FOR THIS MATERIAL (REF AND RESULT)	WORK CATEGORY DECIDED (NON-LICENSED / NOTIFIABLE NON-LI...	NOTIFICATION REF WHERE NOTIFIABLE
TASK SHEET(S) FOLLOWED	RPE TYPE AND FACE-FIT RECORD REF	WASTE ROUTE — CARRIER, SITE AND CONSIGNEE

3. Category, controls and readiness**HOLD POINT**

Material identified from the survey or a sample result — not assumed; the work category (non-licensed / notifiable non-licensed / licensed) decided by a competent person from the material, its condition and the method, and recorded with reasons; licensed work stops here and goes to a licensed contractor

CAR 2012 · HSG247

Notifiable non-licensed work notified and the reference recorded; medical surveillance and records in place for those doing it

CAR 2012

The task sheets for this material and method on site and read by the crew; equipment on the sheet present — wetting, sealed bags, H-class vacuum, RPE with current face-fit

CAR 2012 · HSG210

Area segregated with signage; anything that cannot be cleaned removed or covered; the method chosen keeps the material intact where the sheet says so

HSG210

CATEGORY DECIDED BY / DATE

CREW BRIEFED ON THE TASK SHEET — BY / 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

4. Removal and cleaning — to the task sheet**CHECK & RECORD**

Material kept wet or shadow-vacuumed as the task sheet states; removed whole where possible, not broken or abraded; nothing dropped

HSG210 · CAR 2012

Material wrapped or double-bagged as it comes down, with the asbestos warning label, and sealed inside the work area

HSG210

Area cleaned with the H-class vacuum and wet wipes; the vacuum, tools and RPE cleaned or bagged; no visible debris on any surface before the segregation comes down

HSG210 · CAR 2012

Personal decontamination as the task sheet states; disposable overalls and RPE filters bagged as asbestos waste

HSG210

QUANTITY REMOVED (M² / KG / ITEMS)

PHOTO REFS (BEFORE / AFTER)

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

5. Waste, consignment and register

HOLD POINT

- ☐ Waste stored in a locked, labelled skip or container until collection; collected by the licensed carrier named in section 2 and taken to the named receiving site Hazardous Waste
- ☐ Consignment note completed for every load with the premises and consignee details; the copy returned by the site kept; note references recorded below Hazardous Waste
- ☐ Asbestos register or management survey updated to show the material removed, by whom and when, with this sheet's reference CAR 2012
- ☐ Reviewer confirmed the area is clean and released it for the following trade; release recorded Practice

CONSIGNMENT NOTE REFS

REGISTER UPDATED BY / DATE

AREA RELEASED BY / 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 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.