

CHECKLIST — PROJECT FILE

KD-HO-PC-001 Rev A0

1 THE PROJECT

2 THE BUILDING — WALKED AREA BY AREA: ANYTHING NOT COMPLETE GOES TO SECTION 5

3 STATUTORY AND THIRD-PARTY CERTIFICATES — IN HAND BEFORE COMPLETION IS OFFERED

- #### 4 HANDOVER DOCUMENTS — READY ON THE DAY

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PRACTICAL COMPLETION INSPECTION CHECKLIST

continued

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5 NOT COMPLETE — AND WHETHER IT STOPS COMPLETION BEING OFFERED

ITEM AND LOCATION	STOPS PC?	WHY / WHAT IS NEEDED	DONE BY (DATE)

6 DECISION

☐ OFFER — the building meets the test in section 1; the letter offering completion goes today with the documents in section 4

☐ NOT YET — the items marked Y in section 5 are fixed first; re-walk on the date below

RE-WALK ON

OFFER LETTER REF / DATE

CONTRACT ADMINISTRATOR'S INSPECTION

7 SIGNATURES

Site manager:

PRINTED NAME

ROLE

COMPANY

SIGNATURE

DATE

TIME

Contracts manager / director:

PRINTED NAME

ROLE

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.