

PRE-HANDOVER INSPECTION — CLIENT WALK — RECORD

QUALITY — ONE PER AREA

The client, contract administrator or clerk of works walks the finished work · preparation proven, every item on the client's list capt...

KD-QA-CO-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	AREA / FLOOR / BUILDING WALKED	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

WALK DATE / TIME AND AREAS COVERED	ATTENDEES — CLIENT / CA / CLERK OF WORKS / PC / TRADES	ROOM CLOSE-OUT RECORDS COMPLETE FOR T...
COMPLETION DATE SOUGHT / CONTRACT MECHANISM	HANDOVER EVIDENCE STATUS (KD-QA-CO-006 REF)	CLIENT'S LIST REF (ISSUED)

3. Preparation — before the client is invited

HOLD POINT

Every room in the areas to be walked closed on KD-QA-CO-004 with zero open snags, or with the carried items listed; the builder's clean complete and the room lit and accessible

Practice

Services commissioned and demonstrable — lighting, heating, ventilation, water, alarms — with the commissioning records in hand, so the walk sees a working building

Spec · CDM 2015

Handover evidence (KD-QA-CO-006) reviewed and its gaps known before the walk; the list of outstanding certificates in hand

Practice

Reviewer has walked the areas within the two days before the client walk and cleared what could be cleared

Practice

PC PRE-WALK DATE / BY

KNOWN OPEN ITEMS TAKEN INTO THE WALK (NUMBER)

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. The client walk — every item captured

WITNESS

Every item the client raises written down at the time with its location, description, the agreed action, the responsible party and the agreed date — nothing left to memory

Practice

Items that are not defects — requests beyond the specification, changes, betterment — recorded on a separate list as instructions to be priced, not as snags; the distinction agreed on the walk

Spec

Finishes judged in daylight from 2 m without artificial light on the surface; measured items measured against the tolerance in the specification

NHBC 9.1 · BS 8000-0

Photographs of every item taken and referenced; the list read back to the client at the end of the walk and agreed

Practice

ITEMS RAISED (NUMBER) — DEFECTS / NON-DEFECTS

PHOTO REFS

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

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5. List issued and dates agreed

HOLD POINT

- Client's list issued to every party the same day with the agreed actions and dates; list reference recorded in section 2

Practice
- Each item closed on KD-QA-CO-004 or on this list by re-inspection by someone other than the fixer; the client's representative invited to witness the closure of items they raised

Practice
- Completion date confirmed or re-set with the client on the evidence of this walk and KD-QA-CO-006; the decision recorded

Spec
- Keys, access controls, meter readings and the occupation arrangements listed for the handover meeting

Practice

LIST ISSUED — DATE / TO

COMPLETION DATE AGREED

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 / DAT...	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)

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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.