

PRE-STRIP SURVEY AND SERVICES ISOLATION — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

The survey documents and every live service proved isolated BEFORE the first fixing comes out · asbestos, structure, services, r... KD-QA-DM-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 / ZONE / 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

STRIP-OUT SCOPE FOR THIS AREA (DRAWING / SCHEDULE REF)	DEMOLITION METHOD STATEMENT / SEQUENCE REF	ASBESTOS SURVEY REF (R&D) AND DATE
SERVICES DRAWINGS / RECORD REF	RETAINED ITEMS SCHEDULE REF	TEMPORARY WORKS REGISTER ENTRY (IF ANY)

3. Survey documents in hand for THIS area

HOLD POINT

Refurbishment and demolition asbestos survey covers every room and void in this area; every ACM in it is listed with its location and condition	CAR 2012
Structural survey or engineer's note identifies every load-bearing element in the area; nothing load-bearing is in the strip-out scope without a temporary works design	BS 6187 — Drawing
Written demolition arrangements (method and sequence) issued for this area and its revision recorded above	CDM 2015
Retained items schedule agreed and its revision recorded; the photographs on KD-QA-DM-003 taken before this point is released.	Spec
ASBESTOS SURVEY REF / DATE / SURVEYOR COMPANY REF	STRUCTURAL NOTE / ENGINEER REF

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. Asbestos — removed or proved absent before strip

HOLD POINT

Every ACM in the strip-out scope removed and the clearance certificate or reoccupation certificate reference recorded	CAR 2012
ACMs that remain in the area are labelled, their location marked on the drawing held on site and excluded from the strip-out scope in writing	CAR 2012
No material of unknown type is disturbed — an unlisted suspect material stops the work and goes back to the surveyor	CAR 2012
CLEARANCE / REOCCUPATION CERTIFICATE REF(S)	ACMS REMAINING IN THE AREA (REF ON SURVEY)

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. Services traced, isolated and proved

HOLD POINT

- ☐ Every incoming service to the area located on the record drawings and traced on site; underground services scanned and marked before any breaking of ground or slab
- ☐ Electrical circuits feeding the area isolated at a named point, locked off with a unique lock, and proved dead at the point of work with the test instrument reference recorded
- ☐ Gas isolated and capped by a competent person; the purge and cap certificate reference recorded
- ☐ Water, heating and drainage isolated, drained down and capped; residual pressure released; capped ends labelled with the system name
- ☐ Fire alarm, sprinkler and security devices in the area isolated under the fire system permit and the building manager's record; the isolation reference recorded

ELECTRICAL — ISOLATION POINT / LOCK NO. / PROVED DEAD BY

GAS CAP CERTIFICATE REF

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. Services that stay live through the strip

CHECK & RECORD

- ☐ Every service that remains live through the area is listed below, marked on site with its route, and physically protected from impact
- ☐ Live services identified on the drawing held in the site office and briefed to the strip-out gang at the start of every shift

LIVE SERVICES REMAINING — SYSTEM AND ROUTE

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Environmental and neighbour controls before strip

CHECK & RECORD

- ☐ Dust suppression method and water supply in place as the method statement states; monitoring point locations recorded where the specification requires monitoring
- ☐ Noise and vibration limits and the permitted hours from the specification or the local authority consent recorded on the method statement
- ☐ Waste segregation set up in the compound — skips labelled by stream; hazardous streams identified from the asbestos and hazardous materials surveys

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

8. Release to strip

HOLD POINT

- ☐ Reviewer has walked the area against the strip-out drawing; every retained element is marked on site in a colour agreed with the gang
- ☐ Temporary works in place and the permit to load signed where the method statement requires propping before strip
- ☐ Every point above released; the hold recorded on KD-QA-SYS-002

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 / DATE...	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.