

QUALITY SYSTEM AUDIT CHECKLIST

QUALITY — MONTHLY OR PER PACKAGE

Is the system being run, or just filed? — the principal contractor audits itself

KD-QA-SYS-011 Rev A0

A checklist that is filled in at a desk on Friday is worse than no checklist, because it looks like evidence. This audit checks the system, not the work: are plans in place, are holds actually being held, are sheets filled in real time, are photos anchored, are NCRs closed by someone other than the fixer. Score it honestly; a perfect score every month is the first thing an assessor distrusts.

1 AUDIT

PROJECT / SITE REF	DATE	AUDITOR	PACKAGES SAMPLED

2 THE PLAN

- Every active package has a cover sheet (KD-QA-SYS-001) with the hold and witness points agreed and the reviewer named
- The specification and drawing revisions on the cover sheets match the current issue
- Benchmarks exist and are signed for every finish that needs one, before general work started
- Material approvals exist for the products actually on site — batches on delivery notes match the sheets

3 THE HOLDS

- Sampled hold points on the register were released BEFORE the following work started (compare dates with the programme and photos)
- Inspection requests were raised with the agreed notice; witness points not attended are recorded as such
- Every released hold has a reading or a photo reference that exists in the photo log and shows the date
- No hold point was released by the person who did the work

4 THE SHEETS

- Area sheets carry block / level / room / grid — a stranger could find the area
- Sheets are filled in at the time of inspection — dates and times vary, initials differ, not a stack signed at once
- Failures appear — a run of sheets with every box ticked and no snags has been walked and challenged
- Environmental logs exist for every conditions-sensitive day, with the data-sheet limits filled from the data sheet

5 NON-CONFORMANCES

- NCRs on the register match the failures on the area sheets — nothing was fixed quietly without a record
- Every closed NCR was re-inspected by someone other than the fixer, with after photos
- Use-as-is concessions carry the client or designer's signature
- Open NCRs have owners and dates; ageing is reviewed at the progress meeting

6 FINDINGS AND ACTIONS

NO.	FINDING	MAJOR / MINOR / O...	ACTION	OWNER	DUE

SCORE (TICKS / 16)	TREND VS LAST AUDIT	NEXT AUDIT	ONE-LINE SUMMARY FOR THE PROGRESS REPORT

Auditor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Reviewer audited — findings accepted:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

QUALITY SYSTEM AUDIT CHECKLIST

continued

QUALITY — MONTHLY OR PER PACKAGE

KD-QA-SYS-011 Rev A0

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	2026-08-28	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.