

RACKING, MEZZANINES AND STORAGE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Pallet racking, shelving, cantilever racking and mezzanine floors · load rating and certificates, design and approval, fixings, plumb,...

KD-QA-FF-006 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	INSTALLATION / BAY REFERENCE	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

SUPPLIER'S INSTALLATION DRAWING AND REVISION	LOAD RATING SPECIFIED (KG PER LEVEL / BAY / M²)	MEZZANINE? (Y/N) — BUILDING CONTROL REF
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3. Documents before installation

HOLD POINT

Supplier's installation drawing, load calculations and the specified load rating on site and matching section 2; floor slab capacity confirmed for the point loads on the drawing by the structural engineer named in the file	Drawing · Spec
Mezzanine floors: building control approval reference in section 2 (a mezzanine is building work), structural design certificate on file, fire protection to the structure and the underside as the approval requires	Spec
Components delivered match the drawing — frame and beam sections, bracing, base plates; damaged components rejected and recorded	BS EN 15635
LOAD CALCULATION / DESIGN CERTIFICATE REFS	SLAB CAPACITY CONFIRMED BY (NAME / 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. Installation — fixings, plumb and load notices

HOLD POINT

Frames plumb within the tolerance on the installation drawing (the data sheet gives it as a ratio of height); measured on every frame and the worst recorded	BS EN 15635 · TDS	
Every base plate fixed with the anchors the drawing gives, set to the anchor data sheet and torqued to the stated figure; anchor type and torque recorded; shims where the floor needs them	BS EN 15635 · TDS	
Beams locked with the safety clips at every connection; bracing as drawn; no missing or substituted components	BS EN 15635	
Load notices fitted at the end of every run stating the load rating in section 2, the supplier and the installation date	BS EN 15635	
Column guards, rack-end protectors and aisle widths as the drawing; guards fixed to the floor	Drawing	
WORST FRAME PLUMB (MM OVER HEIGHT)	ANCHOR TYPE / TORQUE (NM)	LOAD NOTICES FITTED / RUNS

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. Mezzanine guarding, stairs and handover

CHECK & RECORD

- Mezzanine edge protection: guarding to the height the drawing gives (1100 mm is the commonly quoted minimum for such floors), no gap a 100 mm sphere passes through; pallet gates or up-and-over gates at loading positions Approved Document K
- Stair rise, going, handrails and headroom as the drawing; stair fixed at top and bottom Approved Document K
- Installer's completion certificate and the load notice details in the handover file; user told that alterations need the supplier's approval; inspection regime handed over BS EN 15635
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice

GUARDING HEIGHT MEASURED (MM)

INSTALLER'S COMPLETION CERTIFICATE REF

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS 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)

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.