

RADIATION SHIELDING — LEAD-LINED BOARDS AND DOORS — QUALITY INSPEC... QUALITY — ONE PER AREA

X-ray, CT and other shielded rooms · lead thickness measured against the Radiation Protection Adviser's specification, every joi... KD-QA-MG-002 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	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

RPA SHIELDING SPECIFICATION REF — LEAD EQUIVALENCE PER ELEMENT (WALLS, DOORS, WINDOWS, FLOO...	LEAD SHEET CODE / THICKNESS AND BOARD TYPE SPECIFIED	
SHIELDING HEIGHT SPECIFIED (MM)	PENETRATION AND SERVICE DETAIL SPECIFIED	POST-INSTALLATION SURVEY ARRANGEMENT (WHO / WHEN)

3. Materials on site

HOLD POINT

Lead sheet thickness measured on every delivery and every batch with a gauge and recorded — not less than the code in section 2; lead-lined boards labelled with their lead thickness Spec · TDS

Lead glass and lead-lined doors and frames delivered with their lead-equivalence marking matching section 2 Spec

LEAD THICKNESS MEASURED (MM) PER BATCH LEAD GLASS / DOOR EQUIVALENCE MARKED

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 — before boarding over or closing

HOLD POINT

Lead continuous over every wall, floor and ceiling element in section 2 to the specified height — boards butt-jointed with lead strip behind every joint to the specified overlap, measured Spec · TDS

Every screw and fixing head covered with a lead disc or strip of the same thickness; no fixing left uncovered Spec

Every socket box, penetration and service void backed with lead of the specified thickness and overlap, so no line of sight through the shielding exists — every one photographed Spec · Drawing

Lead-lined door frames overlap the wall lead by the specified dimension; door leaf lead continuous to the edges; the threshold detail as specified Spec

The RPA (or the person the RPA names) inspects and accepts before any second layer, finish or ceiling covers the lead — name and date recorded IRR 2017 · Spec

JOINT OVERLAP MEASURED (MM) PHOTO REFS (JOINTS, FIXINGS, PENETRATIONS) RPA INSPECTION (NAME / DATE)

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. Doors, windows and hatches

CHECK & RECORD

Lead-lined doors hang and close fully against the frame with the overlap in section 2 maintained at every edge; closers set; warning lights and interlocks at the drawing positions Spec · Drawing

Lead glass fitted with its frame overlap onto the wall lead as detailed; viewing panel and control cubicle shielding continuous Spec

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
--------	------	------	-----	-----------------	--------------	--------------------

SUB SELF-CHECK — INITIALS DATE

6. Radiation survey and acceptance

HOLD POINT

Post-installation survey by the person in section 2 with the source in use — dose rates at every position the RPA names within the limits the RPA set: report reference recorded

IRR 2017

Any failed position remedied and re-surveyed before the room is released for clinical use; the RPA's written acceptance recorded

IRR 2017 · Spec

SURVEY REPORT REF / DATE

RPA ACCEPTANCE REF / DATE

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 _____

7. Records, snagging closed and handover

HOLD POINT

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Practice

As-installed drawing for this area marked up and handed to the reviewer within the period the specification states

Spec

Every certificate, test record and acceptance referenced on this sheet filed with the handover and O&M record and with the estates department's records, with this sheet

Spec

AS-INSTALLED MARK-UP REF / DATE

CERTIFICATES AND RECORDS FILED (REFS)

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 _____

8 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.

[illegible]

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 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.