

ROOF CARCASS AND TRUSSES — BRACING AND RESTRAINT STRAPS — QUALITY — ONE PER AREA

Trusses unmodified, bearing and fixed, every brace and strap on the truss designer's drawing in place BEFORE felt and batten · o... KD-QA-CJ-007 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	ROOF / PLOT / BLOCK	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

TRUSS LAYOUT AND BRACING DRAWING (TRUSS DESIGNER) REVISION	TRUSS TYPES AND CENTRES	TRUSS CLIPS / FIXINGS AT THE WALL PLATE (D...
BRACING SCHEDULE (DIAGONAL / LONGITUDINAL / CHEVRON)	RESTRAINT STRAPS (SIZE / SPACING / LOCATIONS)	WALL PLATE SIZE / BEDDING / FIXING

3. Timber — grade, size and treatment HOLD POINT

Every structural member carries a grade stamp for the strength class the drawing names and is the section size drawn — measured, engineered joists and beams are the product and depth on the drawing Drawing · Spec

Treated timber where the specification requires it, to the use class stated, with the treatment certificate referenced; cut ends and notches re-treated with the product the treatment data sheet names BS 8417 · TDS

No timber with splits, wane, large knots or distortion beyond the grade; wet or stained timber set aside until dry BS 8000-0

STRENGTH CLASS / GRADE STAMPS SEEN	TREATMENT CERTIFICATE REF / USE CLASS
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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. Wall plate HOLD POINT

Wall plate of the size in section 2, bedded level on mortar or as drawn, half-lapped at joints and corners, and strapped down to the wall with the straps and at the spacing in section 2 Drawing · NHBC 7.2

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. Trusses — unmodified, bearing and fixed HOLD POINT

Trusses are the types on the layout at the centres in section 2; no truss cut, notched, drilled or altered on site — a damaged or modified truss is replaced or repaired only to the truss designer's written detail Drawing · NHBC 7.2

Every truss bears fully on the wall plate at the positions drawn, plumb, and fixed with the clips or fixings in section 2 with the full number of nails Drawing · TDS

Girder trusses and multi-ply trusses fastened together and hangers or shoes fitted as the layout shows; every truss-to-girder connection made with the hanger specified Drawing

TRUSSES DAMAGED / ALTERED — REFS / DESIGNER'S INSTRUCTION

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. Bracing — every member on the drawing

HOLD POINT

- Diagonal, longitudinal and chevron bracing of the size, at the positions and fixed with the nails the bracing drawing shows — walked member by member against the drawing, not judged as a whole

Drawing · NHBC 7.2
- Bracing continuous from wall plate to apex where drawn, lapped over at least two trusses at joints, and fixed to every truss it crosses

Drawing
- Water tank platforms, loft hatches and trimmed openings as the layout; no bracing removed to fit them

Drawing
- BRACING WALKED AGAINST DRAWING BY (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

7. Restraint straps

HOLD POINT

- Lateral restraint straps of the size and at the spacing in section 2 at rafter and ceiling tie level on every gable and separating wall the drawing shows, fixed to at least three trusses with solid noggins between and packing tight to the wall

Drawing · NHBC 7.2
- Straps turned down the wall face or built in as detailed, with the full number of fixings

Drawing
- STRAPS COUNTED / SPACING MEASURED

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. Eaves, verges and ventilation

CHECK & RECORD

- Fascia, soffit and verge framing to the drawing; eaves and ridge ventilation paths of the free area the drawing states left open — insulation trays or spacers where drawn

Drawing

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE				

9. Release before felt and batten

HOLD POINT

- Reviewer has walked the roof against the layout and bracing drawing; nothing covered before this signature; hold recorded on KD-QA-SYS-002

Practice

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

10 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?

11 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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.