

ROPE ACCESS AND SPECIALIST ACCESS — DAILY RECORD — QUALITY INSPECT... QUALITY — ONE PER AREA

Industrial rope access, MEWP and tower work at the start of each shift · equipment records current, anchors independent and pro... KD-QA-SA-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	WORK LOCATION / ELEVATION	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

ACCESS METHOD(S) TODAY	TEAM — NAMES AND COMPETENCE LEVELS	RAMS AND RESCUE PLAN REF
ANCHOR SYSTEM SPECIFIED (TYPE / RATING / DESIGN REF)	WEATHER LIMITS (WIND M/S / LIGHTNING / TEMPERATURE)	EXCLUSION ZONE BELOW (EXTENT AND HOW IT IS HELD)

3. Equipment — records current and pre-use checked

CHECK & RECORD

Every item of fall-protection and rope access equipment on the register, uniquely marked, within its periodic examination interval (at least every twelve months, or as the manufacturer states) and with the examination record on site	BS EN 365 · BS 7985
Pre-use check of every rope, harness, connector, descender and back-up device by the user at the start of the shift; damaged or doubtful items withdrawn and recorded	BS EN 365 · BS 7985
Mobile towers assembled and inspected by a trained person to the manufacturer's instructions; tower inspection record completed before use and after any move	PASMA · WAHR 2005
MEWP thorough examination current, pre-use check completed, harness and restraint lanyard used where the plan requires	LOLER 1998 · PUWER 1998
EQUIPMENT REGISTER REF / LAST EXAMINATION DATE	ITEMS WITHDRAWN TODAY

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

4. Anchors — two independent, proven, before the first descent

HOLD POINT

Each technician on two independently anchored lines (working line and safety line); every anchor of the specified type, rated for the load and proven — tested, engineer-designed or the manufacturer's rated eyebolt with its test certificate	BS 7985 · Spec					
Anchor positions match the plan; rope protection at every edge; ropes not run over unprotected arrises or hot surfaces	BS 7985					
Anchors and rigging checked by the supervisor before the first descent of the shift and recorded here	BS 7985 · WAHR 2005					
ANCHOR REFS / TEST CERTIFICATE REFS USED TODAY	RIGGING CHECKED BY (SUPERVISOR) / TIME					
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. Rescue and exclusion — before work starts

HOLD POINT

- Rescue plan on site for THIS location; rescue equipment rigged or immediately available; the team can perform the rescue without the emergency services and has practised it within the period the plan states
- BS 7985 · WAHR 2005
- Exclusion zone below established and held as the plan states — barriers, signage, a person where the plan requires; communications between technicians and ground tested
- BS 7985 · Spec
- Weather within the plan's limits at the start and monitored; work stops when a limit is reached and the stop recorded
- WAHR 2005
- Supervisor present throughout; no lone rope access
- BS 7985

RESCUE PLAN REF / LAST PRACTICE DATE

WIND AT START (M/S) / FORECAST

WORK STOPPED (TIME / REASON)

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 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.