

SETTING OUT, BRACKETS AND RAILS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Substrate accepted, set-out surveyed, every bracket anchored to the data sheet and the anchors pull-tested BEFORE rails and p...

KD-QA-CL-001 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	ELEVATION / ZONE / GRIDLINES	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

FAÇADE DRAWINGS, BRACKET LAYOUT AND REVISION	BRACKET TYPE / SPACING (DRAWING)	ANCHOR TYPE / SIZE / EMBEDMENT (DATA SHEET)
ANCHOR SITE TEST REGIME (SPECIFICATION / BS 8539)	SET-OUT AND RAIL ALIGNMENT TOLERANCE (SPECIFICATION)	THERMAL BREAK / ISOLATOR SPECIFIED

3. Materials on site — the tested build-up, nothing else

HOLD POINT

Every product is the one on the façade specification and the tested or classified build-up for this wall — panel, insulation, membrane, cavity barrier, bracket, rail and fixing; the declaration of performance or classification report for each referenced; the material approval on KD-QA-SYS-005 referenced

Spec · TDS

No substitution of any product in the external wall without the designer's written agreement and, on a higher-risk building, the change-control record; the reference recorded here

HRB Procedures

Batch numbers and delivery references recorded; materials stored as the data sheet states and protected from damage

TDS

PRODUCT / CLASSIFICATION REPORT REFS	SUBSTITUTIONS AND THEIR CHANGE-CONT...					
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. Substrate accepted

HOLD POINT

Substrate is the one the anchor data sheet qualifies (concrete grade, masonry type, steel section) and matches the drawing; line and level of the structure surveyed and within the tolerance the façade design assumed — deviations reported to the designer for bracket adjustment

Drawing · BS 8539

Substrate sound — no cracked or hollow masonry, no honeycombed concrete at fixing positions; edge distances and spacing not less than the anchor data sheet minimum

BS 8539 · TDS

STRUCTURE SURVEY REF / WORST DEVIATION (MM)						
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. Setting out

HOLD POINT

Datum lines and grid set out on every elevation from site control and checked independently; bracket positions marked to the layout drawing within the tolerance in section 2

Drawing

INDEPENDENT CHECK BY / 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

6. Brackets and anchors

HOLD POINT

Every bracket is the type in section 2 at the position drawn; anchors of the type, size and embedment in section 2 installed as the data sheet states — hole diameter and depth, cleaning, cure time for resin anchors, torque for expansion anchors — with the torque wrench calibration referenced

BS 8539 · TDS

Anchors tested at the regime in section 2 with a calibrated tester; every result recorded and none below the stated load; failures reported to the designer with the instruction recorded

BS 8539

Thermal breaks or isolators in section 2 fitted under every bracket; no bracket packed with anything but the shims the data sheet allows

TDS

ANCHOR TESTS — COUNT / LOAD / RESULTS / TESTER

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. Rails and alignment

HOLD POINT

Rails of the profile drawn, fixed to the brackets with the fixings the data sheet names, aligned within the tolerance in section 2 — surveyed and the worst reading recorded; expansion gaps at rail joints of the width the data sheet states

Drawing · TDS

Rails and brackets photographed before insulation and cavity barriers go in

Practice

WORST RAIL ALIGNMENT READING (MM) / WHERE

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. Records for the golden thread

HOLD POINT

Every photograph, test result and certificate referenced on this sheet is in the photo log and the handover file for this elevation; the as-built build-up recorded where it differs from the drawing

Practice

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

9 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 / DATE...	OK?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.