

SIPS AND CLT PANELS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Panels landed level and fixed to the schedule, every junction sealed and taped BEFORE finishes close it · one sheet per elevatio...

KD-QA-MC-004 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 / LEVEL / PANEL GROUP	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

PANEL LAYOUT, FIXING SCHEDULE AND ERECTION MANUAL REVISION	PANEL TYPE / THICKNESS	PANEL-TO-PANEL AND BASE FIXINGS (TYPE / CENTRES)
JUNCTION SEALING (TAPES / SEALANT / SPLINE)	MAXIMUM MOISTURE CONTENT BEFORE CLOSING IN	CAVITY BARRIERS / FIRE-STOPPING AT JUNCTIONS

3. Delivery — marks, certificates and damage

HOLD POINT

Every unit, panel or module carries its mark matching the layout drawing and the delivery list; the count agrees; the supplier's quality record or certificate for the batch referenced

Spec

Inspected for damage before it leaves the trailer — cracks, spalls, split timber, torn membranes, wet panels; damage recorded and the unit quarantined until the supplier's disposition is received

Spec

Stored as the erection manual states — on bearers, propped, covered; units not stacked beyond the number the manual allows

TDS

MARKS DELIVERED / DAMAGED (REFS)

SUPPLIER'S CERTIFICATE / RECORD 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. Base and sole plate

HOLD POINT

Base level within the manual's tolerance; sole plate or base channel on DPC, fixed at the centres in section 2; panels seated fully with no gap at the base

BS 8215 · Drawing

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. Panels — plumb, fixing and openings

HOLD POINT

Panels plumb and in line within the manual's tolerance — measured; panel-to-panel splines, screws or brackets of the type and at the centres in section 2 with none missing

Drawing

Openings and cut-outs only where the drawing shows them; site cutting of SIPs limited to what the manual allows with cut edges sealed; no notching of CLT beyond the engineer's drawing

Drawing

Lifting points and temporary bracing as the manual; connections complete before bracing is removed

BS 5975-1

WORST PLUMB / LINE READING AND 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

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QUALITY — ONE PER AREA

continued

KD-QA-MC-004 Rev A0

6. Temporary stability and propping

HOLD POINT

Props, braces and guys to the erection manual or the temporary works design in section 2 fitted before the crane releases every unit; nothing left unpropped at the end of the shift beyond what the design allows

BS 5975-1

Permanent connections, ties and grout completed in the sequence the manual states before props are struck; the permit to load or the manual's release condition recorded

BS 5975-1

TEMPORARY WORKS DESIGN REF / PERMIT 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

7. Junction sealing — before finishes

HOLD POINT

Every junction (panel-to-panel, base, head, corner, opening) sealed with the tape, sealant or spline in section 2 as the data sheet states — continuous, pressed down, no gaps or wrinkles; airtightness tapes lapped over each other in the sequence the data sheet shows

TDS

Junctions photographed before any lining, insulation or cladding covers them; the references recorded

Practice

Cavity barriers and fire-stopping at junctions in section 2 in place and photographed

Drawing · TDS

PHOTO REFS — JUNCTION SEALING AND BARRIERS

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. Moisture and protection

CHECK & RECORD

Panel moisture content measured before closing in and not above the figure in section 2; the readings recorded; CLT and SIP faces protected from rain during and after erection as the manual states

TDS

MOISTURE READINGS (%) / LOCATIONS

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

SUB SELF-CHECK — INITIALS 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 / DAT...	OK?

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continued

KD-QA-MC-004 Rev A0

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.