

SITE SET-UP, HOARDING AND WELFARE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Hoarding to its design, signage and public interface right, welfare to Schedule 2 before the workforce arrives · one sheet per site o...

KD-QA-SL-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	SITE / PHASE / BOUNDARY	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

SITE LOGISTICS PLAN / CONSTRUCTION PHASE PLAN REF AND REVISION	HOARDING TYPE / HEIGHT / DESIGN REF (TEMPORARY WORKS RE...	PEAK WORKFORCE THE WELFARE IS SI...
WELFARE PROVIDED (TOILETS / WASHING / REST / DRYING / FIRST AID)	PUBLIC INTERFACES (FOOTPATHS / SCHOOL / NEIGHB...	VEHICLE AND PEDESTRIAN GATES (COUNT I...

3. Hoarding — designed and built

HOLD POINT

Hoarding built to the design in section 2 — post size, depth or ballast, spacing, rails and cladding as drawn; the temporary works design checked and the register entry recorded; wind loading assessed for the height and exposure

BS 5975-1 · HSG151

Continuous around the boundary in the plan with no gaps, climbable features or projecting fixings on the public side; gates of the type in section 2 lockable and closed when unattended

CDM 2015 · HSG151

Hoarding inspected weekly and after high wind; the inspections dated below

BS 5975-1

DESIGN REF / REGISTER ENTRY / CHECKED BY	WEEKLY INSPECTION DATES
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. Signage and public interface

CHECK & RECORD

Statutory notices, site rules, the emergency contact and the principal contractor's details displayed at every entrance; warning signs on the public side as the plan states

CDM 2015 · HSG151

Pedestrian routes past the site of the width the plan shows, lit, with the diversions and crossing points the plan and the highway authority consent state; gantries or fans where the plan shows them, built to their design

HSG151 · BS 5975-1

Lighting to the hoarding line and gates working; overhanging plant and loads kept inside the boundary

HSG151

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

5. Welfare to Schedule 2

HOLD POINT

Toilets, washing facilities with hot and cold running water, drinking water, rest room with means to heat food, drying room and changing facilities provided in the numbers in section 2 for the peak workforce, connected and working before the workforce starts

CDM 2015

Facilities heated, lit, ventilated and cleaned daily with the cleaning record kept; first-aid provision as the construction phase plan states

CDM 2015 · HSG150

WELFARE CHECKED WORKING (DATE / BY)	
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. Access, traffic and storage

CHECK & RECORD

Vehicle and pedestrian routes segregated as the traffic management plan; one-way system, banksman points and speed limits signed; unloading and storage areas in the positions the plan shows and no more

HSG150 - Spec

Site accommodation, scaffolds and cranes at the positions the plan shows with their temporary works entries recorded

BS 5975-1

NCR REF IF FAIL PHOTO REF(S)

RESULT Pass Fail N/A Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7 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]

8 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
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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
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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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.