

SITE WELDING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Qualified welder, qualified procedure, fit-up, visual and NDT to the specification BEFORE a weld is painted or covered · one sheet...

KD-QA-ST-003 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	WELD GROUP / 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

WELD DETAILS AND DRAWING REVISION	WPS REF(S) AND THEIR QUALIFICATION RECORD (WPQR) REFS	EXECUTION CLASS
WELDERS (ID / QUALIFICATION REF / EXPIRY)	NDT EXTENT AND METHOD FROM THE SPECIFICATION	WELDING INSPECTOR (REF)

3. Welder and procedure

HOLD POINT

- Every welder holds a current qualification for the process, material group, position and thickness of the welds on this sheet; the certificate reference and expiry recorded in section 2

BS EN ISO 9606
- A welding procedure specification for every joint type, supported by a qualification record; the WPS on site and available to the welder

BS EN ISO 15614
- Consumables of the type the WPS names, stored and baked as the data sheet states; batch numbers recorded

TDS

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. Fit-up and preparation

HOLD POINT

- Joint preparation, root gap, alignment and bevel angle within the WPS tolerances — measured and recorded; surfaces clean of paint, galvanising, rust, oil and moisture for the distance the WPS states

BS EN 1090
- Preheat applied and measured where the WPS requires; the reading recorded

BS EN 1090

ROOT GAP / ALIGNMENT MEASURED	PREHEAT REQUIRED / MEASURED (°C)					
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. Environment

CHECK & RECORD

- No welding in rain, on wet steel, or in wind above the limit the WPS states without shelter; steel temperature above the minimum the WPS states; readings on KD-QA-SYS-006

BS EN 1090

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

SITE WELDING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-ST-003 Rev A0

6. Visual inspection — every weld

HOLD POINT

Every weld visually inspected by the inspector in section 2 — size, leg length or throat measured with a gauge against the drawing, profile, undercut, porosity, cracks and spatter within the acceptance level the specification names for the execution class

BS EN 1090

Weld size and length match the drawing; intermittent welds at the pitch drawn; no weld stopped short of the drawn length

Drawing

WELDS INSPECTED (COUNT) / REJECTED (REFS)

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. Non-destructive testing

HOLD POINT

NDT of the method and extent in section 2 carried out by a qualified operator after the time the specification states; reports referenced; every indication above the acceptance level recorded

BS EN 1090 · Spec

Repairs by the WPS repair procedure and re-tested; the second report referenced; no more than the number of repair cycles the specification allows

BS EN 1090

NDT REPORT REFS / RESULTS

REPAIRS AND RE-TEST REFS

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. Protection of the weld

CHECK & RECORD

Slag and spatter removed; weld and heat-affected zone prepared and coated with the repair system the specification names within the time it states; the coating thickness recorded

Spec · TDS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

9. Records for the structure file

CHECK & RECORD

Inspection records, certificates and test reports for this sheet referenced and filed with the structure's golden-thread record; deviations reported to the engineer and the instruction recorded

Practice

CERTIFICATE / REPORT REFS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

SITE WELDING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-ST-003 Rev A0

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 / DATE...	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)

SITE WELDING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-ST-003 Rev A0

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.