

SNAGGING AND DE-SNAGGING — ROOM BY ROOM — RECORD

QUALITY — ONE PER AREA

The two-stage close-out of every room · the first inspection lists every defect with its location, trade and photo; the second closes...

KD-QA-CO-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	ROOM / AREA	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

ROOM SCHEDULE / FINISHES SCHEDULE REF AND REV	ROOM READY FOR SNAGGING — ALL TRADES COMPLETE, CLEAN, LIT (Y/N)	TRADES IN THIS ROOM (LIST)
TOLERANCE REFERENCES (SPECIFICATION CLAUSES / STANDARDS)	VIEWING CONDITIONS TO BE USED	TRADE QUALITY SHEETS FOR THIS ROOM (REFS)

3. First inspection — every defect listed

HOLD POINT

Room walked by the reviewer with the trade supervisors, in daylight from 2 m for finishes and under the room's own lighting for the rest; every defect recorded with its element, position, description, trade and a photo reference

NHBC 9.1 · BS 8000-0

Measured items measured — levels, plumb, gaps, alignments — against the tolerances in section 2 and the reading written on the list, not "out of tolerance"

BS 8000-0 · Spec

Every item on the room schedule present and working — doors, ironmongery, sockets, lights, sanitaryware, fittings — a missing item is a snag with a date

Spec

Trade quality sheets for this room checked as complete with every hold released; an unreleased hold is a non-conformance, not a snag

Practice

Snag list issued the same day to each trade with a completion date; the list reference recorded

Practice

FIRST INSPECTION DATE / BY	SNAGS LISTED (NUMBER) BY TRADE	SNAG LIST REF / ISSUED TO
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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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4. De-snag — each item closed by someone other than the fixer

HOLD POINT

Every snag fixed by the trade and initialled as done with a date; the room re-walked on the completion date

Practice

Each item re-inspected by someone other than the person who fixed it, against the same criterion and under the same viewing conditions as the first inspection; closed only when it passes

BS 8000-0 · NHBC 9.1

Damage caused during snagging listed as new snags and closed the same way; protection reinstated

Practice

Items the trade disputes referred to the reviewer with the specification clause; the decision recorded

Spec

DE-SNAG INSPECTION DATE / BY	ITEMS STILL OPEN (NUMBER / CARRIED TO KD-QA-CO-005?)
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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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5. Room closed

HOLD POINT

Zero open snags in the room, or every open item carried to the pre-handover list (KD-QA-CO-005) with the client's agreement recorded; room locked or protected and its status marked on the room schedule

Practice

ROOM CLOSED — DATE / BY

ITEMS CARRIED (LIST 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 _____

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.

[illegible]

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)	

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continued

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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.