

STRUCTURAL PROTECTION AND PROPPING IN PLACE — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Propping, needling and protection to the retained structure · erected to the design and loaded only on the permit · one sheet per... KD-QA-DM-002 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	PROPPING SCHEME / LOCATION	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

TEMPORARY WORKS REGISTER ENTRY / DESIGN REF AND REVISION	DESIGN CATEGORY AND CHECK CERTIFICATE REF	TEMPORARY WORKS COORDINATOR / SUPERVISOR (N...
DESIGN LOAD AND LOAD CASE (FROM THE DESIGN)	INTENDED DURATION IN PLACE	CONDITION FOR REMOVAL (FROM THE DESIGN)

3. Design in hand and understood				HOLD POINT			
Design drawing and its revision on site; the temporary works coordinator has recorded the design check on the register entry				BS 5975-1			
Every component type and capacity stated on the design — props, needles, bearers, bracing — is the type on site; no substitutions without the designer's written agreement				BS 5975-1			
The load path from the retained structure to the ground is shown on the design and is what has been built				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

4. Erected to the design				HOLD POINT			
Foundation or bearing for every prop as the design shows — sole plates on ground, spreader plates on slabs; no props on unblinded ground or on finished floors without spreaders				BS 5975-1			
Prop spacing, extension and lacing match the design; no prop extended beyond the limit marked on it				BS 5975-1			
Props plumb within the tolerance the design states — the measured lean recorded; heads and bases in full bearing, no packing beyond that the design allows				BS 5975-1			
Needles and bearers in full contact with the structure they support; wedges or packs of the material the design names; nothing loose				BS 6187			
Bracing complete in both directions as drawn; all pins, clips and couplers fitted				BS 5975-1			
MEASURED LEAN (MM OVER PROP HEIGHT) — WORST PROP				DEVIATIONS FROM THE DESIGN AND WHO AGREED THEM			
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. Permit to load

HOLD POINT

Temporary works coordinator has inspected the erected scheme and signed the permit to load; no demolition below or beside it before that signature

BS 5975-1

Load applied matches the design load case — no stored materials, plant or debris on the supported structure beyond what the design allows

BS 5975-1

PERMIT TO LOAD REF / SIGNED 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. In use — weekly and after any change

CHECK & RECORD

Inspected at least weekly and after impact, weather, alteration or a change of load; each inspection dated and initialled below

RS 5975-1

No prop struck, moved or loosened without the coordinator's written instruction; monitoring points read where the design calls for movement monitoring

BS 5975-1

INSPECTION DATES AND INITIALS

MOVEMENT READINGS (IF MONITOR...)

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

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

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)

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.