

STUD WALLS AND DOOR LININGS — FIRST FIX — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Studs at centres, noggins in, linings plumb and square, fire-stopping and pattresses placed BEFORE boarding · one sheet per room...

KD-QA-CJ-008 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 / ZONE / FLOOR	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

PARTITION LAYOUT, DOOR SCHEDULE AND REVISION	STUD SIZE / CENTRES / HEAD AND SOLE FIXING	NOGGIN ROWS (DRAWING / BOARD LAYOUT)
DOOR LINING SIZES AND POSITIONS (SCHEDULE)	FIRE / ACOUSTIC WALLS ON THIS SHEET AND THEIR RATING	PATTRESSES AND FIXINGS FOR SERVICES (M&E SC...

3. Timber — grade, size and treatment

HOLD POINT

Every structural member carries a grade stamp for the strength class the drawing names and is the section size drawn — measured; engineered joists and beams are the product and depth on the drawing

Drawing · Spec

Treated timber where the specification requires it, to the use class stated, with the treatment certificate referenced; cut ends and notches re-treated with the product the treatment data sheet names

BS 8417 · TDS

No timber with splits, wane, large knots or distortion beyond the grade; wet or stained timber set aside until dry

BS 8000-0

STRENGTH CLASS / GRADE STAMPS SEEN	TREATMENT CERTIFICATE REF / USE CLASS
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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

4. Studs, plates and noggins

HOLD POINT

Sole and head plates set out to the drawing and fixed at the centres in section 2; studs of the size and at the centres in section 2 — measured; doubled studs at openings and junctions as drawn

Drawing

Noggins at the rows in section 2 and behind every board edge the board layout needs, tight and fixed; studs plumb within the tolerance the specification states

Drawing · Spec

Walls plumb, straight and at the position drawn — measured; the worst reading recorded

Drawing

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

5. Door linings

HOLD POINT

- Linings of the size in section 2 for the door and the wall thickness, plumb, square (diagonals equal within the tolerance stated), level at the head, and fixed at the centres the specification states with packers at every fixing

Drawing · Spec
- Opening width and height match the door schedule so the door leaf gaps will be within the specification; fire door linings of the material and section the door certificate requires

Drawing · Spec
- LININGS CHECKED — DIAGONALS / PLUMB / WIDTH (WORST)

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. Fire-stopping and acoustic infill before boarding

HOLD POINT

- Fire and acoustic walls in section 2 — head, base and abutment gaps stopped with the product the fire-stopping schedule names for the full thickness; acoustic infill of the type and thickness specified fitted between studs with no gaps

Spec · TDS
- Penetrations through fire walls sealed with the tested system before boarding and photographed; recorded on the passive fire register

Spec
- PHOTO REFS — FIRE-STOPPING AND INFILL

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. Pattresses and services

CHECK & RECORD

- Pattresses and noggins for every fixture on the M&E and joinery schedules at the heights drawn; services first fix in the wall inspected by their trades and signed on KD-QA-SYS-009 before boarding

Practice

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. Release before boarding

HOLD POINT

- Reviewer has walked every wall on this sheet; nothing boarded before this signature

Practice

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

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?

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

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.