

TEMPORARY WORKS ERECTED TO DESIGN — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Falsework, formwork support, propping, shoring, façade retention · checked against the drawing before the permit to load · one s...

KD-QA-TW-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	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

REGISTER ENTRY / DESIGN REF AND REVISION	DESIGN CATEGORY (0–3) AND CHECK CERTIFICATE REF	TEMPORARY WORKS COORDINATOR / SUPERVISOR
DESIGN LOAD AND LOAD CASE	FOUNDATION / BEARING ASSUMED BY THE DESIGN	PLUMB AND LEVEL TOLERANCES FROM THE DESIGN

3. Design and control in hand

HOLD POINT

Temporary works register entry, design category and the design check certificate reference recorded; drawing revision on site is the checked revision	BS 5975-1					
Temporary works coordinator and supervisor named; the supervisor has the drawing and has briefed the erection gang against it	BS 5975-1					
Every proprietary component named on the design is the component on site — type, capacity class and maker's data sheet; no substitution without the designer's written agreement	BS 5975-1 · 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. Foundations and bearing

HOLD POINT

Ground or slab under every base matches what the design assumed (recorded in section 2); soft spots, voids, open excavations and unblinded ground under bases reported to the coordinator	BS 5975-2					
Sole plates or spreaders of the size and material the design shows under every base; bases in full contact; no packing beyond what the design allows	BS 5975-2					
Bases protected from scour, water and plant movement; no base on a slab edge, service trench or backfilled trench without the designer's agreement	BS 5975-1					
BEARING FOUND (DESCRIBE) — MATCHES DESIGN? Y/N	SOLE PLATE / SPREADER SIZE USED					
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. Components — condition and capacity

CHECK & RECORD

Every load-bearing component inspected before use — no bent, cracked, corroded or damaged members, props with damaged threads or pins, or couplers outside the maker's tolerance; rejects removed from site	POWER 1998 · TDS					
Props used within the extension range marked on them; capacity class matches the design at that extension	BS 5975-2 · TDS					
Timber bearers and wedges of the grade and section the design names; no reused timber with splits or notches in the bearing zone	BS 5975-2					
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

6. Geometry — spacing, lacing, bracing

HOLD POINT

- ☐
- Standards and props at the centres the drawing shows in both directions — measured, not paced; the worst deviation recordedBS 5975-2

☐☐☐

WORST SPACING DEVIATION (MM) AND WHERE

WORST LEAN (MM / HEIGHT) 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

7. Ties, restraint and connections

HOLD POINT

- ☐
- Ties to the permanent structure at the positions and of the type drawn; anchor type and test result recorded where the design calls for tested anchorsBS 5975-1 · 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

8. Permit to load

HOLD POINT

- ☐
- Temporary works coordinator (or supervisor where delegated in writing) has inspected the scheme against the drawing and signed the permit to load; nothing is loaded before that signatureBS 5975-1

☐☐

PERMIT TO LOAD REF / SIGNED BY / DATE / TIME

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 and 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?

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.