

TIMBER MOISTURE AND TREATMENT RECORD — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Moisture measured before enclosure, treatment certified, cut ends treated, storage right · one sheet per delivery or area

KD-QA-CJ-009 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	DELIVERY / 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

TIMBER SPECIFICATION (SPECIES / GRADE / TREATMENT USE CLASS)	MAXIMUM MOISTURE CONTENT AT ENCLOSURE (SPEC)	MOISTURE METER TYPE / CALIBRATION CHECK
DELIVERY NOTE / SUPPLIER REF	TREATMENT CERTIFICATE REF AND PRODUCT	STORAGE LOCATION / METHOD

3. Delivery and grade

CHECK & RECORD

Timber delivered matches section 2 in species, grade stamp, section size and treatment; the delivery note and grade stamps recorded; rejected pieces listed

Spec

PIECES REJECTED — WHY

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

4. Moisture — before enclosure

HOLD POINT

Moisture content measured with the meter in section 2 on a sample of at least the number of pieces the specification states, at mid-length and away from ends; no piece above the figure in section 2 is enclosed, insulated or boarded over

NHBC 6.4 · Spec

Readings recorded with the location; wet timber left to dry with ventilation and re-measured, not covered

Spec

READINGS (%) / PIECES / LOCATIONS

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. Treatment

HOLD POINT

Treated timber certified to the use class in section 2 with the certificate referenced; cut ends, notches and drilled holes re-treated with the product the treatment data sheet names and the treatment noted on this sheet

BS 8417 · TDS

Timber in contact with masonry, in ground contact or in roof and floor voids treated as the specification requires for its use class

BS 8417 · Spec

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. Storage and protection

CHECK & RECORD

Timber stored off the ground on bearers, stacked flat, covered but ventilated; joinery stored inside in the conditions the specification states; timber not left in standing water or under polythene in sun

BS 8000-0

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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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.