

TIMBER STAIRCASES AND BALUSTRADES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Timber stairs, handrails, newels, balustrades and guarding · rise and going, headroom, handrail and guarding heights, fixings · on...

KD-QA-CJ-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	STAIRCASE / FLIGHT	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

STAIR DRAWING AND REVISION	RISE / GOING SPECIFIED (MM)	STAIR CATEGORY
HANDRAIL HEIGHT SPECIFIED (MM)	GUARDING HEIGHT SPECIFIED (MM)	HEADROOM SPECIFIED (MM)

3. Materials on site

CHECK & RECORD

Joinery items match the schedule and the specification — sizes, species or finish, fire rating where scheduled; delivery checked against the schedule and damage recorded	Spec
Timber moisture content measured on delivery and within the specification's range for internal joinery; stored flat, dry, off the floor, in the heated building where the specification requires	BS 8000-5 · NHBC 9.4
Building weathertight, wet trades dry, heating on where the specification requires it before joinery is fixed	BS 8000-5
MOISTURE CONTENT READINGS (%)	DELIVERY NOTE / DAMAGE RECORDED

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

4. Flight fitted — rise, going and headroom

HOLD POINT

Rise and going measured on every step — every rise the same and every going the same within the drawing's tolerance; total rise matches the finished floor-to-floor; readings recorded	BS 5395-1					
Rise and going within the limits for the stair category in section 2 (for a private stair the commonly quoted limits are rise 150–220 mm and going 220–300 mm, with twice the rise plus the going between 550 mm and 700 mm); the drawing governs	Approved Document K					
Headroom measured at the pitch line — not less than section 2	Approved Document K					
Strings fixed to the wall and trimmers with the fixings the drawing gives; newels fixed to the floor or joist as drawn; no movement or creak under load; treads fixed with wedges and glue blocks as the data sheet states	BS 8000-5 · Drawing					
Winders — going measured at the centre of the tread as the drawing dimensions it; nosing line continuous	BS 5395-1					
RISE READINGS MIN / MAX (MM)	GOING READINGS MIN / MAX (MM)	HEADROOM MEASURED (MM)				
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. Handrails, balustrades and guarding

HOLD POINT

- Handrail height measured from the pitch line at three points and on landings — within section 2; continuous and graspable; ends returned or terminated as drawn Approved Document K
- Guarding height on flights and landings as section 2; no opening in the balustrade that a 100 mm sphere passes through; no horizontal rails that can be climbed where the drawing prohibits them Approved Document K
- Balusters, newels and handrail brackets fixed with the fixings the drawing gives; balustrade resists a firm push at the top rail without movement BS 8000-5 · Drawing
- Handrail on both sides where the drawing or the stair width requires it Approved Document K

HANDRAIL HEIGHT READINGS (MM)

GUARDING HEIGHT FLIGHT / LANDING (MM)

100 MM SPHERE CHECK

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. Finish and protection

CHECK & RECORD

- Treads, risers, strings and handrail free from splits, bruising and machining marks; nosings sound; treads and risers filled and sanded ready for the finish NHBC 9.4
- Stair protected with a fixed protection to treads and nosings from this point to handover; handrail wrapped Practice

PROTECTION FITTED (DATE)

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Snagging closed and handover

HOLD POINT

- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice
- Finished joinery protected until handover; area clean; keys, spare ironmongery and certificates in the handover file Spec
- Viewed in daylight from 2 m — no visible defects NHBC 9.1

KEYS / SPARES HANDED OVER (LIST)

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 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?

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continued

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

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 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.