

VOLUMETRIC MODULES AND POD PLACEMENT — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Level, connections and sealing at every module joint before the next one lands · one sheet per module or pod group

KD-QA-MC-003 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	MODULE / POD REFS / LEVEL	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

MODULE LAYOUT, CONNECTION AND INTERFACE DRAWINGS REVISION	LEVEL AND POSITION TOLERANCE (MANUAL)	INTER-MODULE CONNECTIONS (TYPE / COUNT PER...
JOINT SEALS — FIRE / ACOUSTIC / WEATHER (PRODUCT)	SERVICE CONNECTIONS AT THE INTERFACE (LIST)	SUPPORTING STRUCTURE RELEASED? (REF)

3. Delivery — marks, certificates and damage

HOLD POINT

- Every unit, panel or module carries its mark matching the layout drawing and the delivery list; the count agrees; the supplier's quality record or certificate for the batch referenced Spec
- Inspected for damage before it leaves the trailer — cracks, spalls, split timber, torn membranes, wet panels; damage recorded and the unit quarantined until the supplier's disposition is received Spec
- Stored as the erection manual states — on bearers, propped, covered; units not stacked beyond the number the manual allows TDS
- MARKS DELIVERED / DAMAGED (REFS) SUPPLIER'S CERTIFICATE / RECORD REF

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. Set-out and level on landing

HOLD POINT

- Supporting structure surveyed level and set out to the drawing; bearing pads or shims of the type the manual names at every bearing point before the module lands Drawing · TDS
- Every module placed within the tolerance in section 2 in position and level — surveyed before the lifting gear is released; the worst deviation recorded; modules out of tolerance re-set, not shimmed beyond what the manual allows Drawing
- WORST POSITION / LEVEL DEVIATION (MM) / MODULE REF

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. Connections

HOLD POINT

Every connection in section 2 made in full — bolts torqued, plates welded or brackets fixed as the detail states — before the next module lands on or beside it; photographed before it is covered

Drawing

Holding-down and inter-module ties complete on every module at the end of the shift; temporary restraint where the manual requires it

BS 5975-1 · Drawing

PHOTO REFS — CONNECTIONS

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. Sealing at module joints

HOLD POINT

Fire, acoustic and weather seals at every joint of the product in section 2, continuous, installed as the data sheet states and as the interface drawing shows; joints photographed before closure pieces cover them

Drawing · TDS

Service connections in section 2 made and tested at the interface before the closure; test references recorded

Spec

PHOTO REFS — JOINT SEALS

SERVICE CONNECTION TEST REFS

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. Damage and protection

CHECK & RECORD

Internal finishes, sanitaryware and doors inspected after placement against the delivery inspection; new damage recorded and reported the same day; modules re-sealed and protected from weather until the envelope is complete

BS 8000-0

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

SUB SELF-CHECK — INITIALS 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 / 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.