

WALL PROTECTION AND HANDRAILS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Crash rails, handrails, corner guards, kick plates and protective sheet · heights, fixings into pattresses, continuity, sealing · one sh... KD-QA-FF-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	CORRIDOR / ROOM REFERENCE	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

WALL PROTECTION SCHEDULE AND DRAWING	HEIGHTS SPECIFIED (MM TO CENTRE / TOP)	FIXINGS AND PATTRESS REFERENCE
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3. Schedule, delivery and area ready

CHECK & RECORD

- Items delivered match the FF&E schedule and the specification — reference, size, finish, quantity; damage on delivery recorded and photographed before installationSpec
- Room finishes complete and dry; floor protected; area handed over on KD-QA-SYS-009; pattress and fixing positions from KD-QA-DL-002 availablePractice
- Fixings the type the data sheet gives for the substrate on the drawing; no fixings into plasterboard alone where the item carries loadTDS · BS 8000-5

SCHEDULE REFERENCE(S)	DAMAGE ON DELIVERY (ITEMS / PHOTO REFS)
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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
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4. Set-out and heights

CHECK & RECORD

- Heights measured from the finished floor at three points per run and within ± 5 mm of section 2; handrail height within the range the specification adopts (900–1000 mm is the commonly quoted range)BS 8300 · Spec
- Runs continuous through the corridor; returns to the wall at ends; handrails continuous round corners where the drawing shows; ends closed and roundedBS 8300
- Corner guards the height and profile scheduled on every external corner the drawing marks; kick plates and skirting protection as scheduledDrawing

HEIGHTS MEASURED (MM) PER RUN

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
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continued

KD-QA-FF-003 Rev A0

5. Fixings — before caps and covers

HOLD POINT

Brackets and channels fixed at the centres the data sheet gives into the pattresses on KD-QA-DL-002 or the substrate the drawing names; every fixing point used; pull test carried out where the specification requires one and the result recorded

TDS

Handrail brackets fixed so the rail carries the load the specification gives without movement — a firm pull at the mid-span shows no deflection or bracket movement

BS 8300 · TDS

Fixings photographed before covers, caps and end pieces conceal them

Practice

FIXING CENTRES MEASURED (MM)

PULL TEST RESULT

PHOTO 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

6. Finish and sealing

CHECK & RECORD

Covers, end caps and returns fitted tight with no gaps over 1 mm; joints in covers aligned; colour matches the schedule; visual contrast against the wall where the specification requires it

Spec

Junctions with the wall sealed where the specification requires a hygienic seal; sheet wall protection joints welded or sealed as the data sheet states

TDS

No damage to adjacent decoration; protective film removed as the specification requires

Spec

WORST COVER GAP (MM)

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

Protective film and packaging removed only when the specification says so; items clean; keys, spares and care instructions in the handover file

Spec

Viewed in daylight from 2 m — no visible damage or defects

NHBC 9.1

KEYS / SPARES / INSTRUCTIONS HANDED OVER

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

KD-QA-FF-003 Rev A0

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