

# Quality Inspection Checklist

Trade-by-trade quality checks with hold points, tolerances and sign-off. · Free template from SiteAudit — [siteaudit.app/templates](https://siteaudit.app/templates)

PROJECT

ELEMENT / LOCATION

TRADE / SUBCONTRACTOR

SPECIFICATION REF

INSPECTED BY

DATE

ITP REF

| Ref                        | Item                                                                                   | Y / N / N/A | Observation / evidence | Action required | Owner | Due date | Status |
|----------------------------|----------------------------------------------------------------------------------------|-------------|------------------------|-----------------|-------|----------|--------|
| 1. Before work starts      |                                                                                        |             |                        |                 |       |          |        |
| 1                          | Approved drawings and specification issued to the trade and current revision confirmed |             |                        |                 |       |          |        |
| 2                          | Materials delivered match the specification and approved samples                       |             |                        |                 |       |          |        |
| 3                          | Previous trade's work inspected, accepted and signed off                               |             |                        |                 |       |          |        |
| 4                          | Setting out checked against the drawing and datum                                      |             |                        |                 |       |          |        |
| 5                          | Method statement and inspection and test plan agreed                                   |             |                        |                 |       |          |        |
| 2. Workmanship             |                                                                                        |             |                        |                 |       |          |        |
| 6                          | Work is within the tolerances stated in the specification                              |             |                        |                 |       |          |        |
| 7                          | Lines, levels and plumb checked and recorded                                           |             |                        |                 |       |          |        |
| 8                          | Fixings are of the specified type, spacing and embedment                               |             |                        |                 |       |          |        |
| 9                          | Junctions, penetrations and terminations are as detailed                               |             |                        |                 |       |          |        |
| 10                         | Finish is consistent with the approved sample or benchmark                             |             |                        |                 |       |          |        |
| 3. Hold & witness points   |                                                                                        |             |                        |                 |       |          |        |
| 11                         | Hold points released in writing before covering up                                     |             |                        |                 |       |          |        |
| 12                         | Witness points attended by the client or consultant as required                        |             |                        |                 |       |          |        |
| 13                         | Records, test results and certificates obtained before proceeding                      |             |                        |                 |       |          |        |
| 14                         | Photographic record taken of work that will be concealed                               |             |                        |                 |       |          |        |
| 4. Protection & completion |                                                                                        |             |                        |                 |       |          |        |
| 15                         | Completed work protected from following trades                                         |             |                        |                 |       |          |        |
| 16                         | Area left clean and free of debris and surplus material                                |             |                        |                 |       |          |        |
| 17                         | Defects raised, recorded and issued to the responsible trade                           |             |                        |                 |       |          |        |

| Ref | Item                                                        | Y / N / N/A | Observation / evidence | Action required | Owner | Due date | Status |
|-----|-------------------------------------------------------------|-------------|------------------------|-----------------|-------|----------|--------|
| 18  | Element signed off as complete and ready for the next trade |             |                        |                 |       |          |        |

### How to use this template

1. Inspect before the work is covered up, not after. A hold point released retrospectively is not a hold point.
2. Record the actual measurement, not just "within tolerance". The number is the evidence.
3. Photograph everything that will be concealed — services in walls, waterproofing, reinforcement, fixings.
4. If the previous trade's work is not acceptable, do not let the next trade start on top of it.

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