Snagging and defect register

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Define the area, inspection stage and agreed finish or sample benchmark.		
2	Record a unique snag reference and precise room, elevation or grid location.		
3	Describe each defect and identify the unmet specification or agreed requirement.		
4	Attach a clear photograph with scale or orientation where useful.		
5	Classify priority using the project scheme and identify safety-critical concerns.		
6	Assign the responsible contractor and a realistic rectification due date.		
7	Agree access, protection and any interface work needed for rectification.		
8	Record completion evidence and the date rectification was offered for review.		
9	Reinspect against the original acceptance criterion and record remaining issues.		
10	Close only after authorised verification; carry open items into handover records.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

Snagging and defect register

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / DEFECT AND CLOSURE REGISTER

ID / location / defect	Priority / photo ref.	Owner / due date	Reinspection / closure

Outstanding actions / NA reasons / restrictions / attached continuation sheet references

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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