Material approval request

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	Identify the proposed product, manufacturer, supplier and intended location.		
2	Reference the specification clause, drawing detail and required performance.		
3	Provide technical data, product identification and relevant performance evidence.		
4	Check product marking and declaration requirements applicable to the project jurisdiction.		
5	Provide test or assessment evidence relevant to the exact proposed application.		
6	Confirm compatibility with adjacent products and the complete specified system.		
7	Record storage, shelf life, installation and environmental limitations.		
8	List departures, substitutions and differences from the specified product explicitly.		
9	Obtain required technical review and record conditions before procurement or use.		
10	Link delivered batches to the approved submission and retain traceability 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.

Material approval request

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 / SUBMISSION AND REVIEW RECORD

Product / manufacturer / ref.	Evidence / sample ref.	Departure / limitation	Reviewer / decision

Review outcome, conditions of use and outstanding information

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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