Daily quality assurance report

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	Record the date, shift, weather, site areas and work packages active today.		
2	List contractors, supervisors and QA personnel relevant to the recorded work.		
3	Record planned inspections, actual inspections and activities deferred with reasons.		
4	Confirm current drawings, approved changes and briefings used for the work.		
5	Record materials received, approval status, condition and traceability references.		
6	List tests and samples taken, results received and outstanding laboratory reports.		
7	Record hold/witness points, attendance and authorised releases.		
8	Log defects, NCRs, snags and immediate containment or correction actions.		
9	Reference photographs, inspected quantities and work concealed after acceptance.		
10	Assign outstanding actions, owners and dates; brief the next shift and obtain review.		

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.

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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 / DAILY ACTIVITY AND TEST LOG

Area / activity / quantity	Inspection / test / sample	Result / release / ref.	Owner / follow-up

Weather / shift / resources / interruptions and next-shift briefing

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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