



INSPECTION DATE

Snagging list

SNAGGING BEFORE HANDOVER AND THROUGH THE RECTIFICATION PERIOD

PROJECT	AREA INSPECTED	INSPECTED BY	FOR THE CLIENT	STAGE: PRE-HANDOVER OR DEFECTS PERIOD
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One line per snag, described so the trade can find it without the inspector: the room, the wall, the height, what is wrong. Priority A affects safety or handover, B is fixed before handover, C within the rectification period.

LOCATION: PLOT, FLOOR, ROOM	SNAG: WHAT IS WRONG	TRADE RESPONSIBLE	PHOTO	PRIORITY	TARGET DATE	FIXED ON	FIXED BY	SIGNED OFF

PROJECT	DOCUMENT Snagging list	REVISION	DATE	PAGE 1 of 2
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SNAGGING LIST CONTINUED

More snags, and the sign-off

Carry on the list here. Copy this page for longer inspections.

LOCATION: PLOT, FLOOR, ROOM	SNAG: WHAT IS WRONG	TRADE RESPONSIBLE	PHOTO	PRIORITY	TARGET DATE	FIXED ON	FIXED BY	SIGNED OFF

Handover sign-off

All A and B snags are fixed and the area is ready to hand over. C snags are listed above with their target dates.

FOR THE CONTRACTOR	DATE	FOR THE CLIENT	DATE

End of the rectification period

Every snag closed, or listed with the reason it is still open.

FOR THE CONTRACTOR	DATE	FOR THE CLIENT	DATE