# How to use the QA checklist

### Purpose

The checklist is for ongoing quality assurance of work on site – e.g. masonry, electrical, carpentry, surfaces and installations.

- Control of load-bearing structures under DS1140 belongs in the DS1140 control plan (separate template).

### How the template is built

Site → report → control points. Control points are grouped into control plans per trade (e.g. “Laying concrete blocks” for masons).

- Under “Own control points” you add points specific to your project.
  This is the same structure as in the Assurement app, so you can take the list straight across when you go digital.

### How to use it

1. Fill in site, report, trade and project manager at the top.
   Choose the control plan for the trade and adapt the control points: delete what doesn’t apply and add your own.
2. For each point, give the building part, who is responsible and the due date.
   When a point is checked: set the status (OK / Not OK / Not applicable), note the photo ref. and any marking on the drawing.
3. If the status is “Not OK”, add a comment and record it in the deviation report.
4. Store the completed list with the rest of the project documentation.

### When you move to the app

In Lite Report you create the site and the report, choose trades and control points, and assign them to the right people with a due date.

- The worker opens the task on their phone, takes a photo, marks the spot on the drawing, writes a short description and submits.
- If you find a problem, raise it in the communication notes – a group chat on the task where you can attach photos and files.
- When the tasks are done, the report is put together automatically with participants, photos and markings, and can be downloaded from the web solution.

*This template is a starting point, not a finished, project-specific plan. Adapt the content to your project, trade and project documents. The template does not guarantee approval.*

**Do the same on mobile with photos and markings on the drawing: Lite Report in the Assurement app – assurement.dk/en/modules/lite-report**

## QA checklist – template

*One row per control point. Points are grouped into control plans per trade – the same structure as in the Assurement app. Grey italic text is an example – delete or overwrite it.*

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| **Site / project** | | **Address** | |
| **Report (name)** | | **Trade** | |
| **Project manager** | | **Date** | |

| No. | Control plan | Control point (what is checked) | Building part / location | Responsible | Due date | Status | Photo ref. | Marked on drawing (drawing no.) | Comment | Date done | Done by |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | *Laying concrete blocks* | *Materials and products received and checked (type, quantity, damage)* | *Ground floor* | | | | | | | | |
| 2 | *Laying concrete blocks* | *Substrate checked and ready before work starts* | *Ground floor* | | | | | | | | |
| 3 | *Laying concrete blocks* | *Dimensions, plumb and position checked against the drawing* | *Ground floor, wall A* | | | | | | | | |
| 4 | *Laying concrete blocks* | *Work that will be covered is photographed before it is enclosed* | *Ground floor, wall A* | | | | | | | | |
| 5 | *Own control points* | *Mortar removed from floor tiles by the next day* | *Ground floor* | | | | | | | | |
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| No. | Control plan | Control point (what is checked) | Building part / location | Responsible | Due date | Status | Photo ref. | Marked on drawing (drawing no.) | Comment | Date done | Done by |
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