SITE survey. APP

SITE SURVEY REPORT

Material Inspection Report

Prepared for	Hawthorn Learning Trust
Date	15 Oct 2026
Site	Hawthorn Primary School extension, Leeds
Prepared by	A. Mensah

FORM

Material Inspection Report

1. Inspection details

Project	Hawthorn Primary School extension, Leeds: material inspection report (completed example)
Site address	Hawthorn Primary School, Hawthorn Lane, Leeds
Client	Hawthorn Learning Trust
Location (GPS)	53.8240, -1.5770
Inspection date	15 Oct 2026
Inspected by	A. Mensah
Report number	MIR-031
Main contractor	Wharfedale Construction Ltd
Package or trade	Structural steel and envelope insulation
For use in	Two-storey classroom block, phase 2

> This report records what arrived and its condition, checked against the approved submittal and the specification. It does not test the material or certify that it meets a standard.

2. Deliveries

Deliveries 1: Kirkstall Steel Fabrications Ltd

Supplier	Kirkstall Steel Fabrications Ltd
Delivery note number	KSF-EXAMPLE-0412
Purchase order number	PO-EXAMPLE-2207
Delivered on	15 Oct 2026
Time arrived	07:40
Haulier and driver	Kirkstall own transport, driver G. Hirst
Unloaded by	Lorry-mounted crane

Photo of the delivery note and the load



Delivered to the agreed place and time	Acceptable
Delivery note matches the purchase order	Action needed
What needs doing, or why not checked	Delivery note shows 320 bolt assemblies against 400 on the order. Noted on the note before signing.
Load secured and safe to unload	Acceptable
Unloading area firm, level and clear, with an exclusion zone	Acceptable
Unloaded with the right equipment, no damage in handling	Acceptable

Deliveries 2: Aire Valley Builders Merchants Ltd

Supplier	Aire Valley Builders Merchants Ltd
Delivery note number	AVB-EXAMPLE-2291
Purchase order number	PO-EXAMPLE-2214
Delivered on	15 Oct 2026
Time arrived	10:15
Haulier and driver	Aire Valley, driver P. Dunne
Unloaded by	Forklift or telehandler
Delivered to the agreed place and time	Acceptable
Delivery note matches the purchase order	Acceptable
Load secured and safe to unload	Action needed

What needs doing, or why not checked	Second pallet had slipped against the headboard in transit; corners crushed. Unloaded with care, see the insulation line.
Unloading area firm, level and clear, with an exclusion zone	Acceptable
Unloaded with the right equipment, no damage in handling	Acceptable
Deliveries	2
Delivery checks needing action	2
Not checked	0

3. Materials

Materials received 1: Columns and beams, phase 2 frame (grids 5 to 9)

Material	Columns and beams, phase 2 frame (grids 5 to 9)
Type	Structural steel
Specification reference	Specification section G10
Approved submittal reference	Fabrication drawings SF-210 to SF-218, status A
Against the approved submittal	Matches the approved submittal
Delivery note number	KSF-EXAMPLE-0412
Manufacturer	Kirkstall Steel Fabrications Ltd
Unit	pieces
Quantity ordered	38
Quantity delivered	38
Short	0
Batch, lot or heat number	Heat numbers on the inspection certificates, piece marks C5 to C9 and B5-1 to B9-4
Documents received	Delivery note, Mill test report or inspection certificate, Certificate of conformity
Certificates	Received and match the batch
Condition	Good
Storage	Stored as the manufacturer instructs
Stored where	Steel laydown, east yard, on timber bearers

Result	Accepted

Photos of the material, label and any damage



Materials received 2: M20 bolt assemblies for the phase 2 connections

Material	M20 bolt assemblies for the phase 2 connections
Type	Structural steel
Specification reference	Specification section G10
Approved submittal reference	SF-200 connection schedule, status A
Against the approved submittal	Matches the approved submittal
Delivery note number	KSF-EXAMPLE-0412
Manufacturer	Kirkstall Steel Fabrications Ltd
Unit	assemblies
Quantity ordered	400
Quantity delivered	320
Short	80
Batch, lot or heat number	Lot EX-2026-118
Documents received	Delivery note, Manufacturer test certificate
Certificates	Received and match the batch
Condition	Good
Storage	Stored as the manufacturer instructs

Stored where	Lockable container 2
Result	Accepted with comments
Comments or reason for rejection	80 assemblies short. Enough for grids 5 to 7; grids 8 and 9 wait for the balance.
Replacement or balance due by	16 Oct 2026

Materials received 3: 100 mm PIR insulation boards, pallet 1 of 2

Material	100 mm PIR insulation boards, pallet 1 of 2
Type	Insulation
Specification reference	Specification section P10
Approved submittal reference	Envelope submittal ENV-04, status B with comments closed
Against the approved submittal	Matches the approved submittal
Delivery note number	AVB-EXAMPLE-2291
Manufacturer	As approved in ENV-04
Unit	boards
Quantity ordered	60
Quantity delivered	60
Short	0
Batch, lot or heat number	Lot EX-4471
Documents received	Delivery note, Declaration of performance, UKCA or CE marking on the product or label, Product data sheet
Certificates	Received and match the batch
Condition	Good
Storage	Stored as the manufacturer instructs
Stored where	Container 3, off the ground, wrapped
Result	Accepted

Materials received 4: 100 mm PIR insulation boards, pallet 2 of 2

Material	100 mm PIR insulation boards, pallet 2 of 2
Type	Insulation

Specification reference	Specification section P10
Approved submittal reference	Envelope submittal ENV-04, status B with comments closed
Against the approved submittal	Matches the approved submittal
Delivery note number	AVB-EXAMPLE-2291
Manufacturer	As approved in ENV-04
Unit	boards
Quantity ordered	60
Quantity delivered	60
Short	0
Quantity rejected	60
Batch, lot or heat number	Lot EX-4471
Documents received	Delivery note, Declaration of performance, UKCA or CE marking on the product or label
Certificates	Received and match the batch
Condition	Damaged
What is wrong	Pallet shifted in transit. Corners crushed and facings torn on the outer boards; boards inside not checked without breaking the wrap.
Result	Rejected
Comments or reason for rejection	Whole pallet rejected: too many damaged boards to sort on site.
What happens to the rejected material	Returned on the delivery vehicle
Replacement or balance due by	19 Oct 2026

Photos of the material, label and any damage



Lines inspected	4
Accepted	2
Accepted with comments	1
Rejected or part rejected	1
Lines delivered short	1
Lines missing or wrong certificates	0
Not the approved product	0
Storage to correct	0

4. Rejected and short items

Rejected material marked and kept apart from accepted stock?	Yes
Supplier told?	Yes
Told who, and how	Aire Valley branch, by phone 10:40 and email
Supplier return, credit or claim reference	Return EX-RT-0093
Shortage and damage written on the delivery note before signing?	Yes
Effect on the programme	Insulation for the north wall now due Monday 19 Oct; enough boards on site to start the south wall. Grids 8 and 9 steel connections wait for the bolts.

5. Result, actions and sign-off

Material lines needing action	2
Result	Action needed before the materials are used
Delivery checks needing action (counted separately)	2

Actions 1: Replacement pallet of 60 PIR boards to be delivered and inspected.

Action	Replacement pallet of 60 PIR boards to be delivered and inspected.
Priority	This week
Who will do it	Aire Valley Builders Merchants, branch manager
Due by	19 Oct 2026
Status	Open

Actions 2: Balance of 80 M20 bolt assemblies to be delivered with the certificate for that lot.

Action	Balance of 80 M20 bolt assemblies to be delivered with the certificate for that lot.
Priority	Before use
Who will do it	Kirkstall Steel Fabrications, transport office
Due by	16 Oct 2026
Status	Open
Actions still open	2
Decision	Accepted for use except the rejected or held items
Next delivery or re-check	16 Oct 2026
Summary	Two deliveries, four lines. Steel accepted with certificates. Bolts 80 short, balance due 16 Oct. One pallet of insulation rejected for transit damage and returned on the lorry; replacement due 19 Oct.
Inspector name	A. Mensah
Inspector signature	

Site manager or quality manager name	C. Ellison

Site manager or quality manager signature



This report records what was received and seen on the day. It does not certify the materials or replace the test certificates or the designer's approval.