

Appendix B - Boss / Senior Supervision Control Register

This register controls the checklist process itself. The foreman signs the site sheet; the boss or senior supervisor verifies that the sheet was completed, evidence was received and critical close-up was not skipped.

Project	Area / room	Boss / senior supervisor	Date opened

App.	Checklist / control sheet	Foreman signed?	Evidence/photos received?	Critical close-up verified?	Corrections required	Boss sign/date
C	Room-by-Room Finishing Control / Contractor Snag Sheet					
D	Finishing Readiness and Area Release Sheet					
E	Drawings, Specifications, Samples and Product Data Register					
F	Trade Release and Sign-Off Sheet					
G	Protection Schedule and Daily Protection Inspection					
H	Substrate, Moisture, Drying and Background Acceptance					
I	First-Fix Services and Closing-Up Release					
J	Wet-Area Waterproofing, Falls and Tiling Release					
K	Ceiling, Bulkhead, LED, Driver and Access Panel Release					

L	Joinery, Cupboard, Kitchen and Appliance Pre-Install Release					
M	Bathroom Technology and Luxury Fixture Commissioning					
N	Flooring Release and Moisture Check					
O	Wall Finish, Texture, Wallpaper and Feature Surface Release					
P	Glass, Aluminium, Doors, Threshold and Track Protection					
Q	Bespoke / High-Value / Long-Lead Finish Coordination					
R	Heavy Stone, Rock, Cladding and External Wall Interface					
S	Landscaping, Irrigation, Outdoor Power and Drainage Interface					
T	Light, Shadow and Visual Inspection Sheet					
U	Contractor Snag Register and Repair Close-Out					
V	Finishing Evidence Pack Index					
W	Warranty, Manuals and Client Handover Pack					
X	Maintenance / Client Use Warning Sheet					
Y	Trade Overlap and Access Route Control Sheet					
Z	Final Completion and Boss Close-Out Certificate					

Boss / senior supervisor notes and follow-up instructions

Boss / senior supervisor final declaration	Signature	Date
I verified that required finishing checklists were completed, reviewed and filed. Outstanding items are recorded above.		