

Sample Technical Site Assurance Report

Residential Development, Hawks Road

Anonymised website sample based on a live Clerk of Works reporting format

Report reference	Sample HR-105	Inspection period	March 2026
Project	Hawks Road	Sector	Residential
Report type	Clerk of Works / Technical Site Assurance	Project stage	Final completion and handover readiness
Primary focus	Risers, firestopping and compartmentation	Status	Anonymised sample
Prepared by	ITSA Ltd	Public issue	Names and appointment details redacted

Redaction note: This sample report has been anonymised for public/customer viewing. Personal names, client details, contractor details, contact details, signatures and appointment particulars have been removed or generalised. The sample is intended to demonstrate the structure, technical commentary and evidence-based reporting approach used by ITSA.

Executive Summary

This inspection was undertaken during the later stages of the residential development, when a significant number of apartments were approaching completion and progressing toward inspection, snagging and handover activities.

The primary focus of this sample report is the review of riser cupboards and associated firestopping. Although private apartments may appear visually complete, the integrity of fire-critical riser and service zones remains essential to overall building compliance and sign-off.

Firestopping works were observed to be well progressed in several locations. However, a number of compliance-critical items remained outstanding, including inconsistent perimeter sealing, localised mastic shrinkage, uncapped foam applications, excessive linear gaps and areas where compartmentation could not be fully verified from the inspection position.

The inspection also considered ancillary soffit areas beneath habitable accommodation, where ceiling build-ups and insulation details form part of the required thermal and performance strategy. Where these elements remain incomplete or unverifiable, further clarification and completion are required before handover.

Overall progress was positive, but completion, inspection and certification of fire-critical elements remained essential to support compliant handover and reduce the risk of latent defects.

Inspection Priorities

- Confirm firestopping continuity at risers, voids, penetrations and linear gap seals.
- Verify door set tolerances, intumescent strips and associated fire door components.
- Check that products and installation methods align with tested systems and manufacturer data.
- Ensure fire-critical items are completed, inspected and evidenced before closure or handover.
- Review associated soffit and ceiling build-ups where they contribute to fire, thermal or acoustic performance where applicable.

Health and Safety Overview

The health and safety commentary below has been generalised for public issue. It demonstrates the style of site observation used within the report while removing project team and appointment details.

Area	Observation	Recommended action
Slips, trips and housekeeping	Localised trip hazards were noted externally and within internal circulation zones where loose materials, tools and temporary coverings remained present.	Maintain defined access routes, remove redundant materials and secure floor protection before inspection activities.
Pedestrian and vehicle segregation	Temporary barriers and controlled frontage arrangements were generally in place, although ongoing external works required continued monitoring.	Keep segregation arrangements under review as the site transitions from construction activity toward completion.
Site access and security	Access controls were generally established, but open gates or changing external boundaries can reduce control in active working areas.	Ensure access points are closed when not in use and that restricted areas remain clearly identified.

Technical Observations

The following observations have been edited for confidentiality and public issue while retaining the technical substance of the original reporting approach.

Observation 1 - Upper Level Riser Firestopping

Observation	Inspection of upper-level riser cupboards indicated that firestopping works were well progressed; however, a number of items remained incomplete or unverifiable. Key concerns included mastic shrinkage, perimeter seals requiring making good, areas where foam appeared to be installed without a complete intumescent mastic capping, and locations where the sealing of tracks to structural substrates could not be confirmed.
Risk / implication	Potential impact on compartmentation integrity, certification readiness and long-term handover quality if the issue is not closed out and evidenced.
Recommended action	Complete localised making good, confirm all systems against tested details, and obtain supporting product and installation evidence before riser closure.

Observation 2 - Lower Level Risers and Door Set Interfaces

Observation	Inspection of lower-level risers identified partially complete firestopping and inconsistent installation at key service and wall junctions. Door set components also required review, including intumescent strips, escutcheon plates and perimeter tolerances. Until these elements are completed and verified, compartmentation cannot be confirmed as a continuous and compliant barrier.
Risk / implication	Potential impact on compartmentation integrity, certification readiness and long-term handover quality if the issue is not closed out and evidenced.
Recommended action	Review all riser doors and service penetrations, complete outstanding firestopping, and reinspect against the approved fire strategy and manufacturer requirements.

Observation 3 - Linear Gaps, Foam Use and Product Evidence

Observation	A mixed approach to linear gap sealing was observed, with some areas relying on foam only and others showing foam with mastic capping. Where linear gaps exceed tested limits, the installation cannot be assumed compliant without formal evidence. Test data, manufacturer guidance and system certification are required to validate the installed approach.
Risk / implication	Potential impact on compartmentation integrity, certification readiness and long-term handover quality if the issue is not closed out and evidenced.
Recommended action	Require confirmation of product data and tested system limitations. Where gaps exceed allowable tolerances, undertake remedial works using an approved detail.

Observation 4 - Ancillary Soffit and Compartment Floor Build-Up

<p>Observation</p>	<p>Review of construction details indicated that soffits to ancillary areas beneath habitable accommodation were designed to incorporate a ceiling system. Where the ceiling, insulation or lining system is incomplete or not visible for inspection, the fire-resisting, thermal or acoustic performance of the compartment floor cannot be verified.</p>
<p>Risk / implication</p>	<p>Potential impact on compartmentation integrity, certification readiness and long-term handover quality if the issue is not closed out and evidenced.</p>
<p>Recommended action</p>	<p>Confirm the intended build-up against design information, complete the ceiling and insulation system, and provide inspection evidence prior to handover.</p>

Photographic Evidence Extract

Representative images have been included to demonstrate how observations are supported by photographic evidence. Images have been stripped of metadata and selected to avoid personal or sensitive information.



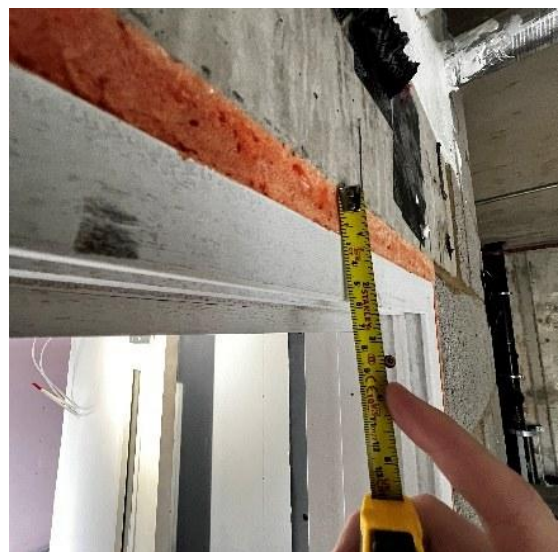
Fire door certification label and installation evidence



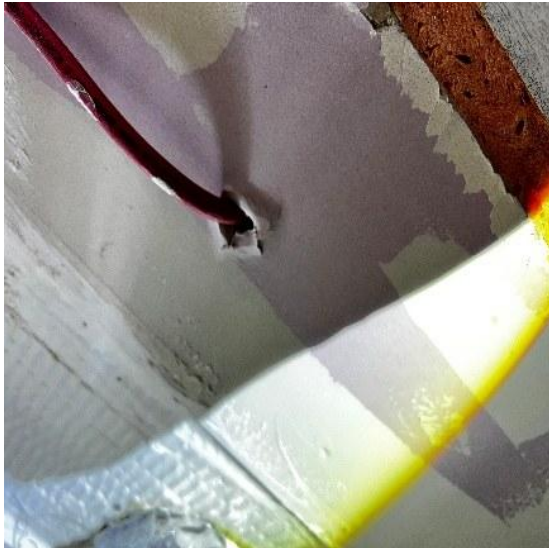
Fire door label and closer review



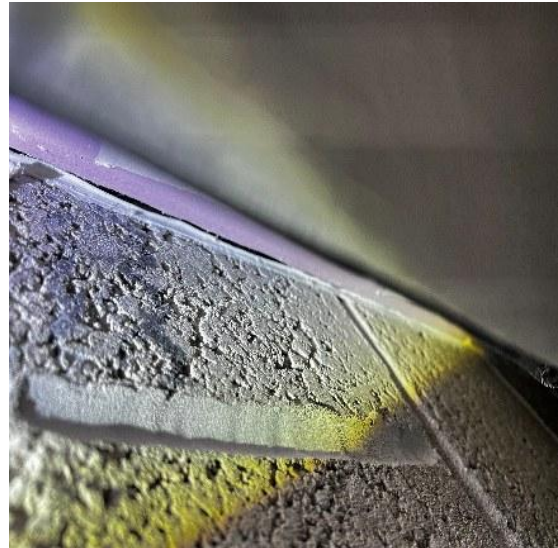
Linear gap check within riser location



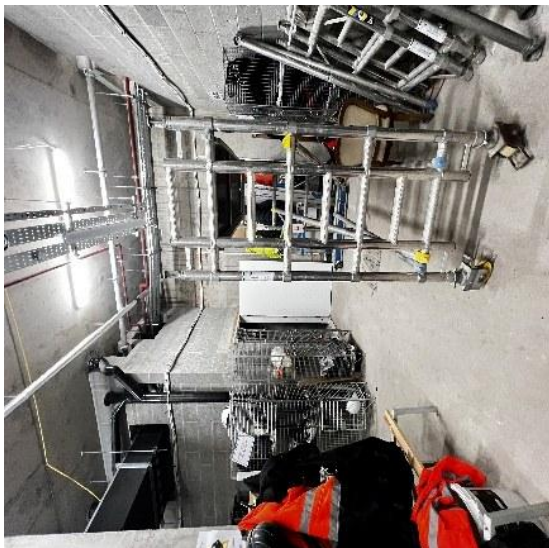
Firestopping interface to service zone



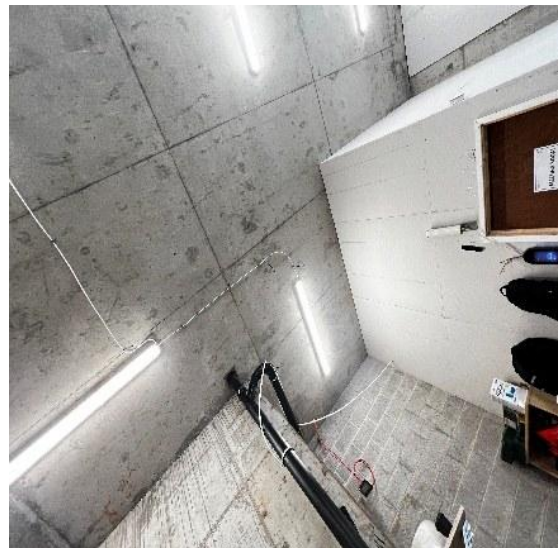
Head track and service penetration review



Riser junction and seal continuity review



Accessible ceiling void and services interface



Ancillary space and soffit detail review

Close-Out and Assurance Requirements

Requirement	Assurance expectation
Completion of works	All firestopping, door set and soffit-related items should be completed before areas are closed or presented for final handover.
Verification	Each fire-critical item should be re-inspected against the fire strategy, approved details, manufacturer guidance and relevant tested systems.
Evidence trail	Photographic records, product data, installer sign-off and test certification should be retained to support compliance and future auditability and compliance with golden thread principles.
Reinspection	Any previously certified area disturbed by follow-on trades should be re-opened where necessary, remediated and reinspected.
Handover risk	Unverified compartmentation, inconsistent door margins or incomplete soffit systems should be treated as handover risks until resolved and evidenced.

Limitations of Sample Report

- This document is an anonymised sample prepared for public/customer viewing.
- The sample does not represent a full firestopping survey, fire strategy review or certification of compliance.
- Observations are based on visual inspection of accessible areas only.
- Responsibility for design, installation, testing and certification remains with the relevant appointed project parties and specialists.
- Project team names, client details, contractor details, addresses, contact details, signatures and original company branding have been removed or generalised.

Prepared by	ITSA Ltd
Role	Independent Technical Site Assurance
Issue status	Website sample - anonymised