[Your company name]

Snagging List

Defects recorded before handover, with owner, target date and sign off

Project	
Area or block	
Inspection date	
Inspected by	
Handover target	

Open snag	0
Closed sna	0

Snag ref	Location	Description	Trade	Priority	Raised by	Owner	Target date	Status	Closed date	Signed off by
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S002										
S003										
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Check the clauses, periods and requirements in your own contract and procedures before use. This template is general guidance, not legal advice.

Template from Matthews & Roberts | matthewsroberts.com

How to use this list

Record each defect with its location, trade and priority.

Give every snag an owner and target date. The counts at the top show what is still open.

Mark snags ready to inspect once fixed, then close them after inspection.

Keep the closed list as part of the handover record.

Check the clauses, periods and requirements in your own contract and procedures before use. This template is general gu
legal advice.

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