

BELOW-GROUND DRAINAGE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Bedding, line, falls, joints and chambers seen and the run tested BEFORE backfill · one sheet per run or manhole-to-manhole le...

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How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	RUN (MH TO MH) / LOCATION	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

DRAINAGE DRAWING AND REVISION	PIPE MATERIAL / SIZE / CLASS	BEDDING CLASS AND MATERIAL FROM THE DRAWING
DESIGN GRADIENT AND INVERT LEVELS (FROM / TO)	MINIMUM COVER / WHERE CONCRETE SURROUND IS R...	TEST REQUIRED BEFORE BACKFILL (AIR / WATER)

3. Underground services — before any ground is broken

HOLD POINT

Utility record drawings for this area obtained and their date recorded; the area scanned with a cable avoidance tool by a trained operator and every detection marked on the ground	HSG47
Trial holes dug by hand or vacuum excavation at every crossing and where a service is expected within the excavation; findings recorded	HSG47
Every located service marked on the drawing held on site; exclusion distances from the method statement applied to mechanical excavation	HSG47 · CDM 2015
UTILITY RECORDS REF / DATE; CAT SCAN BY / DATE	SERVICES FOUND AND MARKED (LIST)

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE		

4. Line, level and bedding

HOLD POINT

Trench bottom to the invert less the bedding thickness, measured against the profiles; trench wide enough for the bedding and surround the drawing names	BS EN 1610
Bedding of the material and class in section 2, the thickness under the pipe measured (typically 100 mm) and scooped for sockets so the pipe bears along its length not on the joint	BS EN 1610
Pipes laid from the lowest end upwards, sockets uphill, to line and gradient checked with a laser or boning rods — the gradient measured over the run and recorded	BS EN 1610
BEDDING THICKNESS MEASURED (MM)	GRADIENT MEASURED (1 IN ...) AGAINST DESIGN

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE		

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5. Pipes and joints

HOLD POINT

- Pipe material, size and class match section 2; markings visible; no damaged, ovalised or contaminated pipes Spec · TDS
- Joints made as the data sheet states — seals in place, lubricated, pushed fully home to the mark; no packing under the pipe with bricks or blocks TDS · BS EN 1610
- Rocker pipes at the lengths the drawing shows where a pipe enters a chamber or passes through a wall; sleeves or lintels through walls as drawn Approved Document H
- Adaptors between materials are the products the data sheet names for that combination TDS

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS						
DATE				HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

6. Manholes and chambers

HOLD POINT

- Chamber type, size and depth as the drawing; base and benching formed to the channel with the falls the drawing shows and a smooth finish Approved Document H
- Step irons or ladders at the spacing the drawing states; cover and frame bedded to the finished level and the class of cover the drawing names for that location Drawing
- Inspection chambers and rodding points at every change of direction, gradient or pipe size the drawing shows Approved Document H

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS						
DATE				HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

7. Test before backfill

HOLD POINT

- Air test — 100 mm water gauge held for 5 minutes with the head not falling below 75 mm — or water test as section 2 states, on the whole run with joints exposed; the result recorded and witnessed Approved Document H
- Failed runs repaired and re-tested before any backfill; the repair and the second test recorded BS EN 1610

TEST TYPE / START / END READING / PASS WITNESSED BY (NAME) / DATE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS						
DATE				HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

8. Surround and backfill

HOLD POINT

- Sidefill and surround of the material in section 2 placed by hand and compacted in layers to the height over the crown the drawing shows (typically 300 mm) before any general backfill BS EN 1610
- Concrete surround, bed or protection slab where cover is less than the figure in section 2 or where the drawing shows it; movement joints in a concrete surround at every pipe joint Approved Document H
- Backfill in layers as KD-QA-GW-003; no compaction plant over the pipe until the cover in the method statement is reached BS EN 1610

SURROUND MATERIAL / HEIGHT OVER CROWN MEASURED

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS						
DATE				HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

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9 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE...	OK?

10 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 2 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

NCR 3 — REFERENCE POINT OWNER (NAMED PERSON) DUE STATUS

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATE

RE-INSPECTED BY (NOT THE FIXER) / DATE

PHOTO REF(S)

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11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

12 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

13 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.