

BELOW-GROUND SERVICES AND DUCTS — QUALITY INSPECTION CHECKLIST**QUALITY — ONE PER AREA**

Route, depth, ducts, draw cords, surround and marker tape seen BEFORE backfill · one sheet per route

KD-QA-GW-007 Rev A0

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	ROUTE / FROM – TO	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

SERVICES / DUCTING DRAWING AND REVISION	DUCTS — NUMBER / SIZE / COLOUR / MATERIAL	COVER DEPTH FROM THE DRAWING OR THE UTILITY'S REQUIRE...
BEDDING / SURROUND MATERIAL AND THICKNESS	MARKER TAPE / TILES SPECIFIED AND DEPTH	UTILITY'S OWN SPECIFICATION REF (IF ANY)

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. Route and depth**HOLD POINT**

Trench follows the drawing route; depth to the top of the duct gives the cover in section 2 — measured at every 10 m and at every change

Drawing

Separation from other services as the drawing or the utility specification states; crossings at the clearance drawn

Drawing · HSG47

Bends and changes of level within the minimum radius the duct data sheet states; no crushed or kinked ducts

TDS

COVER MEASURED (MIN / MAX)

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

5. Ducts, draw cords and ends

HOLD POINT

- ☐ Duct number, size, colour and material match section 2 — the colour is the utility's colour, not what was on site Spec · TDS
- ☐ Joints made with the coupler the data sheet names and pushed fully home; ducts proved clear with a mandrel or draw-through and a draw cord left in every duct TDS
- ☐ Ends sealed or capped and their positions recorded; ducts entering chambers and buildings sealed against water and gas as the drawing details Drawing

DUCTS PROVED CLEAR (WHICH / HOW) AND CORDS FITTED

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. Surround and marker tape

HOLD POINT

- ☐ Bedding and surround of the material and thickness in section 2 — no stones, rubble or sharp material against the duct; compacted by hand Spec
- ☐ Marker tape or tiles of the colour and at the depth in section 2 laid over the full route Spec · Drawing
- ☐ Photographs of the open trench with ducts, surround and tape at every 20 m and every junction — references recorded before backfill Practice

PHOTO REFS — OPEN TRENCH BEFORE BACKFILL

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. Backfill and as-built

CHECK & RECORD

- ☐ Backfill in layers as KD-QA-GW-003; reinstatement of the surface to the specification Spec
- ☐ As-built position and depth surveyed and marked up on the record drawing the day of backfill Practice

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS DATE						

8 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 / DAT...	OK?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.