

CAVITY WALL — TIES, INSULATION, TRAYS, WEEPS AND CLOSERS — QUALITY IN... QUALITY — ONE PER AREA

Everything in the cavity checked and photographed BEFORE the outer leaf closes it · one sheet per elevation or lift KD-QA-BM-002 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	ELEVATION / LIFT / GRIDLINES	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

WALL DRAWINGS AND REVISION	WALL TIE TYPE / LENGTH / SPACING (DRAWING)	INSULATION TYPE / THICKNESS / FULL OR PARTIAL FILL
CAVITY TRAY LOCATIONS (DRAWING)	WEEP HOLE SPACING AND MINIMUM PER OPENING (DRAWING)	CAVITY BARRIERS / CLOSERS (TYPE AND LOCATIONS)

3. Materials on site HOLD POINT

Bricks, blocks and specials are the products the specification names — type, strength, density and colour; the material approval on KD-QA-SYS-005 referenced	Spec
Mortar is the designation or strength class the specification names for this element; site-batched mortar gauged by box, not shovel; ready-mixed mortar used within the time on the tub	BS 8000-3 · Spec
Units stored off the ground and covered; blocks kept dry — wet blocks shrink and crack the wall	BS 8000-3
Ties, DPC, trays, weeps, closers and insulation are the products specified, with batch numbers recorded	Spec · TDS
UNIT TYPES / BATCH OR DELIVERY REFS	MORTAR DESIGNATION / SUPPLIER REF

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. Wall ties HOLD POINT

Ties of the type and length in section 2 at the spacing in section 2 — counted over a marked square metre and measured; extra ties at the vertical spacing stated within 225 mm of every opening, movement joint and unbonded edge	PD 6697 · Drawing
Ties bedded at least 50 mm into each leaf, level or with the drip pointing down into the cavity, clean of mortar, and not bent to suit coursing	BS 8000-3 · PD 6697
Ties at the correct level for the coursing of both leaves — inner leaf coursing planned so ties are not sloped	BS 8000-3
TIES COUNTED PER M² / SPACING 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	

5. Insulation

HOLD POINT

- Insulation of the type and thickness in section 2, boards or batts butted tight with no gaps, held against the inner leaf by the retaining clips the data sheet names, cut cleanly around ties and openings
- Partial-fill boards leave the residual cavity the drawing shows; full-fill batts fill without compression; the top course of insulation protected from mortar droppings at the end of every shift
- Insulation starts at the level the drawing shows below the floor insulation or DPC and is continuous at floor zones

TDS · Spec

TDS

Drawing

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. Cavity trays, stop ends and weeps

HOLD POINT

- Trays at every location in section 2, of the product specified, bedded and rising at least 140 mm across the cavity to the inner leaf as the drawing details, lapped and sealed at joints as the data sheet states
- Stop ends at every end of every tray, sealed to the tray; trays extend past the opening by the distance the drawing shows
- Weep holes at the spacing and minimum number in section 2 in the course immediately above every tray; weep inserts of the product specified, open and unobstructed
- Every tray and its weeps photographed before the course above is laid; the references recorded

BS 8215 · TDS

BS 8215

PD 6697 · Drawing

Practice

PHOTO REFS — TRAYS, STOP ENDS, WEEPS

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. Cavity closers, barriers and openings

HOLD POINT

- Cavity closers at every jamb, head and sill of the product and size the drawing names; closed cavity at the eaves and verges as detailed; vertical DPCs where the drawing shows them
- Cavity barriers at the positions the fire strategy drawing shows (compartment lines, floor zones, around openings) of the product specified, tight to both leaves with no gaps, fixed as the data sheet states, and photographed before they are covered

Drawing · TDS

Approved Document B

PHOTO REFS — CAVITY BARRIERS BEFORE COVERING

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. Cavity clean — before it closes

HOLD POINT

- Cavity boards or battens used during laying and lifted with each lift; mortar droppings cleared from ties, trays and the top of the insulation before the next lift
- Cavity inspected through the coring holes or from above at every lift and found clear; the reviewer's inspection recorded before the outer leaf closes it

BS 8000-3

BS 8000-3

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

CHECK & RECORD

BS 8000-3

BS 8000-3 : NHBC 6.1

Date/time on photo

Approved for use by: Author – director, UK principal contractor, SMSTS. Not an independent review.
 TEMPLATE ONLY. The checks printed here are a starting point. The project specification and the manufacturer's data sheet take precedence wherever they differ; a competent person adapts this document to them before it is issued.
 HOLD = the work stops until the named reviewer has released it in writing. Quality basis: BS 8000-3:2020; BS EN 1996-2:2006; PD 6697:2019; BS 8215:1991; NHBC Standards Ch. 6.1 and 6.3 where residential; Approved Document B; the specification and drawings.
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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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.