

DAMP AND TIMBER — DIAGNOSIS AND SPECIFICATION OF TREATMENT — QUALITY — ONE PER AREA

The survey before any works · moisture profile, salts, cause identified, timber condition recorded · treatment specified to the cause... KD-QA-DP-001 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	AREA / WALL / ELEVATION	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

SURVEY REPORT REF / SURVEYOR / DATE	SYMPTOMS REPORTED	WALL / FLOOR CONSTRUCTION AND AGE
INSTRUMENTS USED (MOISTURE METER / CARBIDE / DRILL SAMPLING)	TREATMENT SPECIFICATION REF AND REV	GUARANTEE TERMS SPECIFIED (YEARS / INSURED)

3. Moisture survey — readings, pattern and cause

HOLD POINT

Moisture readings taken at intervals up the wall and along it — surface and depth — and recorded with their positions; a rising pattern (highest at the base, falling with height, stopping at a level line) distinguished from penetrating, condensation and plumbing patterns

BS 6576 · PCA guidance

Salts test result recorded (nitrates / chlorides) where a rising or hygroscopic cause is suspected; hygroscopic salts noted as needing removal of contaminated plaster, not washing

BS 6576 · PCA guidance

Cause identified and written down — failed or bridged damp-proof course, raised external ground, leaking gutter or pipe, condensation, cavity bridging, below-ground ingress — with the evidence for it; treatment is not specified until the cause is

BS 6576

External sources checked and recorded — ground and path levels relative to the damp-proof course, rainwater goods, render condition, sub-floor ventilation

Approved Document C

Where the cause is below-ground water ingress, the grade of protection required and the waterproofing type are stated by the designer before any tanking is specified

BS 8102

READING SUMMARY (MIN / MAX / HEIGHT OF DAMP LINE MM)	SALTS RESULT	CAUSE IDENTIFIED AS
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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. Timber survey — decay, infestation and moisture content

HOLD POINT

Every accessible timber in the area inspected — joist ends, wall plates, lintels, bearers, skirtings — and its condition recorded; concealed timber probed or opened where the moisture pattern reaches it

BS 8417 · PCA guidance

Decay type identified (wet rot / dry rot) with its extent marked on a sketch; dry rot extent traced through masonry and plaster to its limits before any specification

PCA guidance

Timber moisture content measured and recorded at each inspected timber; source of the moisture identified as the same cause as point 3 or a separate one

BS 8417

Insect attack identified by the frass and flight holes; active or historic stated; structural adequacy of attacked timber referred to the engineer where section is lost

PCA guidance

TIMBER MOISTURE READINGS (%) AND LOCATIONS	DECAY / INFESTATION FOUND — TYPE AND EXTENT	REFERRED TO ENGINEER (REF)
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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. Specification — the treatment follows the diagnosis

HOLD POINT

- Each treatment specified against the cause it addresses — chemical damp-proof course only for a rising cause; membrane or tanking to the grade the designer states for ingress; repairs to the external fabric for penetrating causes; ventilation and heating for condensation
- BS 6576 · BS 8102
- Extent of plaster removal and replastering specified in mm above the highest recorded dampness or salts, with the replaster system named
- BS 6576 · PCA guidance
- Timber treatment product, application method and coverage rate specified per element; replacement timber and its preservative use class specified
- BS 8417
- Every preservative and biocide product has a COSHH assessment and a data sheet on file before it is ordered
- COSHH 2002 · TDS
- Drawings or sketches show the extent of every treatment; the guarantee terms and their conditions (e.g. maintaining ground levels and ventilation) are written into the specification
- PCA guidance · Spec

SPECIFICATION ISSUED (REF / REV / DATE)

REPLASTER HEIGHT (MM) AND EXTENT

SPECIFIED BY / ACCEPTED BY (REVIEWER)

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 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?

7 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 — REFERENCEPOINTOWNER (NAMED PERSON)DUESTATUS

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

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATERE-INSPECTED BY (NOT THE FIXER) / DATEPHOTO REF(S)

NCR 3 — REFERENCEPOINTOWNER (NAMED PERSON)DUESTATUS

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

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

FIXED BY / DATERE-INSPECTED BY (NOT THE FIXER) / DATEPHOTO REF(S)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS				
PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

9 NOTES FOR THIS AREA

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

10 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.