

EXCAVATION AND FORMATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Services proved, excavation supported and inspected, formation seen by the engineer BEFORE blinding · one sheet per excava...

KD-QA-GW-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	EXCAVATION / 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

EXCAVATION DRAWING AND REVISION	FORMATION LEVEL AND DESIGN BEARING STRATUM	EXCAVATION SUPPORT / BATTER DESIGN REF
GROUND INVESTIGATION REPORT REF AND NEAREST BOREHOLE	COMPETENT PERSON INSPECTING THE EXCAVATION (CDM...)	ENGINEER TO INSPECT THE FORMATION (NAME)

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. Excavation supported and inspected

HOLD POINT

Sides battered or supported as the design or method statement states — the angle or the support type and spacing recorded; no one enters an unsupported excavation deeper than the method statement allows

CDM 2015 · BS 6031

Inspected by the competent person named in section 2 before work starts in it each shift and after rain, frost, a fall of material or any event affecting stability; the report references recorded

CDM 2015

Spoil and plant kept back from the edge by the distance the method statement states; edge protection in place

CDM 2015

SUPPORT / BATTER INSTALLED (DESCRIBE)

CDM REG 22 INSPECTION REPORT REFS

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. Formation — before blinding

HOLD POINT

- Formation at the level and to the dimensions the drawing shows — measured against the profiles; the level recorded
- Drawing
- Ground at formation matches the stratum the design expects (section 2); the engineer named in section 2 has inspected it and the visit recorded — a different stratum, soft spots, water, fill or made ground stops the work
- BS 8004 · BS 6031
- Formation clean, dry and undisturbed — no trampled, softened or frozen material; soft spots dug out and replaced as the engineer instructs
- BS 6031
- Formation blinded or covered the same day it is exposed, or protected against rain and frost until it is
- BS 6031 · BS 8004

FORMATION LEVEL MEASURED

ENGINEER'S INSPECTION — NAME / DATE / FINDING

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. Water and stability

CHECK & RECORD

- Groundwater or surface water controlled — sump, pump or drainage as the method statement states; the excavation not left with standing water on the formation
- BS 6031
- Adjacent structures, roads and services monitored where the design requires; readings recorded
- Spec

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Records

CHECK & RECORD

- Formation level, stratum found and the engineer's instruction photographed and recorded on this sheet before the blinding covers them
- 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?

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continued

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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.