

FORMWORK — LINE, LEVEL, TIES AND RELEASE AGENT — QUALITY INSPECTION... QUALITY — ONE PER AREA

Falsework on its permit, formwork to the drawing within tolerance, tight, clean and released BEFORE the pour · one sheet per pour KD-QA-CF-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	POUR REF / ELEMENT / 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

GA / FORMWORK DRAWING AND REVISION	ELEMENT AND DIMENSIONS	TOLERANCES FROM THE SPECIFICATION (LINE / LEVEL / P...
FALSEWORK DESIGN REF / PERMIT TO LOAD REF	FORMED FINISH CLASS SPECIFIED	RELEASE AGENT SPECIFIED

3. Falsework and formwork support

HOLD POINT

Falsework built to its design and the permit to load signed by the temporary works coordinator (KD-QA-TW-001); the permit reference recorded	BS 5975-1
Form ties, walers and props of the type and spacing the formwork design shows for the pour rate and height; pour rate limit written on the sheet and briefed	BS 5975-2 · Drawing
Props and bracing complete; no formwork bearing on unpropped previous pours before the age the specification allows	BS 5975-2
PERMIT TO LOAD REF	MAXIMUM POUR RATE (M/H) FROM THE DESI...

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 dimensions

HOLD POINT

Set out from grid control and checked independently; position, dimensions, level and plumb measured and within the tolerance in section 2 — the worst reading recorded	BS EN 13670
Openings, recesses, boxouts, kickers and stop ends in the positions and sizes drawn; top-of-pour level marked on the form	Drawing
Soffit cambers or pre-sets as the drawing where specified	Drawing
WORST DEVIATION (MM) — LINE / LEVEL / PLUMB AND WHERE	CHECKED BY (NAME)

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. Tightness, cleanliness and release agent

HOLD POINT

- Joints between panels, at kickers and at stop ends tight — sealed with foam or tape where the specification requires so grout cannot escape and stain the finish

BS EN 13670
- Inside of the form clean — no sawdust, tie-wire, mud, ice or standing water; washed out through the clean-out holes and the holes closed

BS EN 13670
- Release agent of the product in section 2 applied evenly to the form face only, before the reinforcement is fixed, and not on the reinforcement

TDS
- Face material and condition suit the finish class in section 2 — no damaged, patched or mixed face panels on an exposed finish

Spec

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. Access and pour readiness

CHECK & RECORD

- Working platforms, edge protection and access for placing and vibrating in place; poker and standby poker on site; lighting where the pour will run late

Practice
- Weather forecast checked for the pour and the curing period; frost, heat and rain precautions from the specification on site

BS EN 13670

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Pre-pour release

HOLD POINT

- Reviewer — and the engineer where the specification requires — has inspected against the drawings and released this point; no concrete ordered for this pour before that signature

BS EN 13670
- Hold recorded on KD-QA-SYS-002 with the pour reference

Practice

ENGINEER'S INSPECTION (NAME / DATE) IF REQUIRED

POUR REF / PLANNED 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 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.