

FOUNDATIONS — TRENCH AND PAD — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Bearing seen, depth measured, reinforcement checked BEFORE the pour · one sheet per foundation group

KD-QA-GW-004 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	FOUNDATION / 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

FOUNDATION DRAWING AND REVISION	FOUNDATION TYPE AND SIZE	FORMATION DEPTH / LEVEL FROM THE DRAWING
DESIGN BEARING STRATUM / PRESSURE	CONCRETE SPECIFIED (CLASS / CONSISTENCE / AGGREGATE)	REINFORCEMENT SCHEDULE REF (IF REINFORCED)

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 to the drawing

HOLD POINT

- Width and depth measured against the drawing at every change of direction and at least every 5 m — bottoms level or stepped as drawn, steps at the height and overlap the drawing shows Drawing · NHBC 4.3
- Trees and hedges within the distance the drawing or NHBC Chapter 4.2 table names — depth increased or heave precautions installed as the drawing shows NHBC 4.3 · Drawing
- Sides sound and supported where the method statement requires; no loose material on the bottom BS 8004

DEPTH MEASURED (MIN / MAX) AND WHERE	STEPS — HEIGHT / OVERLAP
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. Bearing — the engineer's inspection

HOLD POINT

- Stratum at the bottom of every trench or pad matches section 2 and has been inspected by the engineer or the person the specification names; the finding recorded — fill, soft ground, water, roots or a different stratum stops the pour BS 8004 · NHBC 4.3
- Bottom clean, dry and undisturbed; not trampled soft; frost and rain protection until the pour BS 8004
- Services or drains crossing the foundation sleeved or bridged as the drawing shows; a lintel or sleeve of the size drawn Drawing

INSPECTED BY (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. Reinforcement and cast-ins (where reinforced)

HOLD POINT

- Bars, spacing and laps as the schedule; cover to the drawing figure held by spacers on the blinding — not on soil; starter bars positioned from the set-out, not by eye BS EN 13670 · Drawing
- Holding-down bolts, ducts and cast-ins positioned by template and checked to the set-out; heights recorded Drawing

COVER MEASURED (MM) — BOTTOM / SIDES

CAST-INS CHECKED (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	

7. Concrete — delivery ticket against the specification

HOLD POINT

- Delivery ticket shows the strength class, consistence class, maximum aggregate size, cement type and any admixture the specification names; a ticket that does not match is rejected before discharge BS 8500
- Time of batching on the ticket; discharge complete within the time the specification or the supplier states (typically 2 hours) — the time of placing recorded BS 8500 · TDS
- No water added on site beyond what the ticket allows and records; slump or flow test done where the specification requires and the result recorded BS EN 13670
- Cubes taken at the frequency the specification states; cube identities and the pour they came from recorded BS EN 13670

TICKET NO. / MIX / TIME BATCHED / TIME PLACED

CUBE IDS

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. Placing and top level

WITNESS

- Concrete placed in one continuous operation per foundation or to the construction joint positions the engineer agreed; no free fall that separates the mix (chute or pump to the bottom of deep trenches) BS EN 13670
- Compacted with a poker where the specification requires; top level to the drawing within the tolerance stated, checked with the level not a string BS EN 13670 · Drawing

TOP OF FOUNDATION LEVEL MEASURED

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

9. Curing and protection

CHECK & RECORD

Curing method the specification names applied within the period it states — membrane, sheeting or wetting — and kept in place for the stated duration BS EN 13670

Fresh concrete protected from frost (air temperature below 5 °C and falling), rain and drying wind; the air temperature at placing and the protection used recorded BS EN 13670

No loading, trafficking or backfilling against the concrete before the age or strength the specification states BS EN 13670

CURING METHOD / DURATION

AIR TEMPERATURE AT PLACI...

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

10 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?

11 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)

FOUNDATIONS — TRENCH AND PAD — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-GW-004 Rev A0

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.