

GROUND-FLOOR SLAB AND DPM — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Sub-base, insulation, DPM and its laps and link to the DPC seen BEFORE the pour · one sheet per slab area

KD-QA-GW-005 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	SLAB AREA / 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

SLAB / FLOOR BUILD-UP DRAWING AND REVISION	BUILD-UP FROM THE BOTTOM (LAYER / THICKNESS)	DPM GRADE / THICKNESS AND LAP WIDTH (...)
INSULATION TYPE / THICKNESS / Δ	CONCRETE SPECIFIED (CLASS / CONSISTENCE / AGGREGATE)	MESH / BARS SPECIFIED AND COVER

3. Sub-base before blinding

HOLD POINT

Hardcore or sub-base of the type in section 2, free of organic and soluble material, laid in layers of the thickness section 2 states and compacted before the next

NHBC 5.1 · SHW

Total depth no greater than the drawing shows without an engineer's instruction — deep fill needs a suspended floor

NHBC 5.1

Blinded with sand or blinding concrete to a surface that will not puncture the DPM; level within the tolerance the specification states

NHBC 5.1

SUB-BASE DEPTH / LAYERS	BLINDING LEVEL MEASURED AGAINST DRAWING
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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. Insulation and perimeter upstands

HOLD POINT

Insulation type and thickness match section 2 and the boards are the product on the data sheet — marked boards, not "equivalent"

Spec · TDS

Boards butted tight with staggered joints, no gaps over 5 mm and none packed with debris; perimeter upstand insulation the thickness and height the drawing shows

Drawing · TDS

Boards on a level surface with no rocking; protected from traffic until the slab is poured

TDS

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. DPM — laps, seals and link to the DPC

HOLD POINT

- ☐ DPM grade matches section 2; laps at least the width in section 2 and sealed with the tape the data sheet names TDS
- ☐ DPM continuous and unpunctured — every hole taped; turned up at the perimeter and lapped with the wall DPC by at least 100 mm so there is no path for damp between them NHBC 5.1 · TDS
- ☐ DPM around service penetrations sealed with the detail the data sheet shows; sleeves and ducts in place TDS · Drawing
- ☐ Radon or gas membrane (where specified) installed and every joint, penetration and edge sealed as the data sheet shows; the installer's record and inspection photographs referenced Spec · TDS

LAP WIDTH MEASURED (MM)

PHOTO REFS — LAPS, DPC LINK, PENETRATIONS

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, cast-ins and joints

HOLD POINT

- ☐ Mesh or bars as the drawing; laps the number of squares or the length the drawing states; cover held by chairs or spacers of the height that gives the drawing figure — not lifted by hand during the pour BS EN 13670 · Drawing
- ☐ Movement and construction joints at the positions drawn; dowels, crack inducers and joint formers as detailed Drawing
- ☐ Ducts, floor boxes, drainage and cast-ins positioned and fixed; the DPM sealed round them Drawing

COVER MEASURED (MM) — TOP / BOTTOM

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, level and finish

WITNESS

- ☐ Placed and compacted in one continuous operation to the joint positions; poker or beam compaction as the specification names BS EN 13670
- ☐ Finished level and flatness within the specification tolerance — measured with a 2 m straightedge and level at the frequency the specification states; the worst reading recorded Spec
- ☐ Surface finish as the specification names (tamped, float, power float) and ready to receive the finish or screed the drawing shows Spec

WORST LEVEL / FLATNESS READING AND WHERE

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?

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continued

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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)

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.