

INTERCEPTORS, SEPARATORS, PUMPING STATIONS AND BELOW-GROUND TANK... QUALITY — ONE PER AREA

Oil and petrol separators, grease traps, pumping stations and other below-ground tanks · formation and base, the unit set level a... KD-QA-GW-011 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	UNIT REF / 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

UNIT TYPE, MODEL AND CAPACITY	DRAINAGE DRAWING AND DETAIL REF	INVERT (IN / OUT) AND COVER LEVELS
ANCHORING / CONCRETE SURROUND AGAINST FLOTATION	PUMPS (DUTY / STANDBY), CONTROLS, ALARM AND POWER	VENT, ALARM SENSOR AND ACCESS POSITIONS

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, base and setting

HOLD POINT

- Excavation to the size drawn, supported as the method statement, dewatered; base slab or bedding of the thickness and concrete specified, level, cured before the unit is set BS 8004 · TDS
- Unit lifted by the lifting points the data sheet names, set level and to the inverts in section 2, orientated with the inlet and outlet as drawn; level checked and recorded before any backfill TDS · Drawing
- Anchoring as section 2 — straps to the base, concrete surround to the height stated or ballast — in place before the water table can lift the unit; a unit left unanchored overnight in wet ground is a failed hold TDS

UNIT LEVEL / INVERT MEASURED	ANCHORING METHOD USED / PHOTOS
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. Connections, vents and access

HOLD POINT

Inlet and outlet pipes the size drawn connected with the seals the data sheet names, with rocker pipes at the unit wall; vent pipe to the position and height drawn; sensor and cable ducts to the control panel

Drawing · TDS

Access shafts and covers the type and class for the location; extension shafts within the depth the data sheet allows; alarm sensor fitted at the level the data sheet states

TDS

Separators — only the surface-water catchment drawn flows into the unit; no foul, roof or clean-water connection; the bypass arrangement as the design and the outfall to the drain shown

Drawing · Spec

CONNECTIONS CHECKED (LIST) / PHOTOS

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. Backfill

HOLD POINT

Backfill the material the data sheet names, placed in layers evenly around the unit with the unit filled with water to the level the data sheet states during backfill where required; no heavy plant near the unit until the cover stated is reached

TDS · SHW

BACKFILL MATERIAL / LAYERS / WATER LEVEL DURING BACKFILL

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. Test and commissioning

HOLD POINT

Watertightness test of the unit and its connections as the specification states; separators — the automatic closure device and the alarm proved with water and oil-simulant as the data sheet; grease traps — the baffles and access checked

TDS · Spec

Pumping stations — each pump starts at its float, empties the wet well and stops; standby changeover, high-level alarm and standby power tested; rising main pressure-tested to the specification

TDS · Spec

TESTS DONE / RESULTS / WITNESSED BY

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. Records

CHECK & RECORD

As-built levels and positions on the drawing; the data sheet, commissioning record, maintenance schedule and emptying arrangements handed over and referenced

Practice

FILE REF

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

9 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?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

12 NOTES FOR THIS AREA

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

13 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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.