

IRONWORK IN PAVED SURFACES — COVERS, GULLIES, FRAMES AND LEVELS —... QUALITY — ONE PER AREA

Every manhole cover, gully grating, inspection cover and stop-tap box in a paved or surfaced area — the class for its location, be... KD-QA-EW-010 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	AREA	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

DRAINAGE AND PAVING DRAWINGS	IRONWORK ON THIS SHEET (TYPE / NUMBER)	COVER / GRATING CLASS BY LOCATION
FRAME BEDDING MATERIAL AND DEPTH	GULLY TYPE, TRAP AND CONNECTION	LEVEL TOLERANCE TO THE SURROUNDING SURFACE (MM)

3. Setting out and levels

CHECK & RECORD

Lines, levels and falls set out from site control to the drawing and checked independently; finished levels at every threshold, gully and change of gradient marked and matching the drawing Drawing

INDEPENDENT CHECK BY / DATE

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

4. Gullies and pots

HOLD POINT

Gully pot the type in section 2, trapped where drawn, set on the bedding specified at the invert drawn, connected to the drain with the rocker and seal the data sheet names and the run tested on KD-QA-GW-006; surrounded in concrete where the drawing shows Drawing · Spec

Gully positioned at the low point of the surface falls the paving drawing shows — not where the kerb line puts it; the falls checked to it before the surface Drawing

GULLIES CHECKED (REFS) / LOW POINT CONFIRMED

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. Frames and covers

HOLD POINT

Frame the class in section 2 for the location, bedded on the material and depth specified over the full frame with no voids, seated without rock; adjustment courses or risers the type the specification allows, not loose bricks Spec · TDS

Frame set to the finished surface level and falls within the tolerance in section 2 — checked with a straightedge in two directions across the finished surface; a frame proud or low beyond the tolerance is lifted and re-bedded Spec · BS 7533

Covers the matching class and type, seated and lifting cleanly; recessed covers filled with the surface units to the pattern Spec

WORST FRAME-TO-SURFACE READING (MM) / ITEM

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. Paving and surfacing around ironwork

CHECK & RECORD

- Units around covers and gullies cut to the pattern with no slivers smaller than the specification allows, joints as the surrounding paving; asphalt around frames compacted and sealed at the joint
- BS 7533 · BS 594987

Stop-tap, hydrant and utility boxes set level with the surface, marked as the utility requires

Spec

CUT UNITS CHECKED / SLIVERS REPLACED

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

- Every item on section 2 on the as-built drawing with its class and level; nothing dropped into a chamber or gully during surfacing — chambers checked and cleared
- Practice

AS-BUILT REF

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?

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	2026-09-02	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.