

KERBS, EDGINGS AND SUB-BASE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Formation, sub-base compaction, kerb line, level and haunching proved BEFORE any surfacing · one sheet per area

KD-QA-EW-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	AREA / ROAD OR PATH REF	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

EXTERNAL WORKS DRAWINGS AND REVISION	SUB-BASE MATERIAL / THICKNESS (DRAWING)	COMPACTION METHOD / PASSES / LAYER THICKNESS (...)
KERB / EDGING TYPE AND PROFILE (DRAWING)	KERB BED AND HAUNCH (DRAWING)	LINE AND LEVEL TOLERANCE (SPECIFICATION)

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. Formation

HOLD POINT

Formation trimmed to the level the drawing gives less the construction thickness, free of soft spots, topsoil and standing water, and proof-rolled or inspected as the specification states before sub-base

SHW · Spec

Geotextile or separation layer where the drawing shows it, lapped as the data sheet states

Drawing · 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. Sub-base — before surfacing

HOLD POINT

Material as section 2 with the delivery tickets recorded; laid in layers no thicker than section 2 and compacted with the plant and passes stated; compaction tests where the specification requires, with results recorded

SHW

Finished sub-base level within the specification tolerance below the finished surface at the design thickness — measured at the frequency stated; thickness proved by probe or trial hole and recorded

SHW · Drawing

SUB-BASE THICKNESS PROVED (MM) / LEVEL CHECK

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

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6. Kerbs and edgings

HOLD POINT

- Kerbs of the type in section 2 bedded on the concrete bed and haunched as section 2 — the bed and haunch measured before the concrete sets; kerb face and top to the line and level in section 2 with joints of the width the specification states

BS 7533 · Drawing
- Radius kerbs, drop kerbs and transitions at the positions drawn; kerb upstand at crossings within the figure the drawing states for the tactile or vehicle crossing

BS 8300 · Drawing
- Haunching cured before backfill or surfacing against it; no kerb disturbed during surfacing

BS 7533
- WORST LINE / LEVEL DEVIATION (MM) / WHERE

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. Release to surface

HOLD POINT

- Reviewer has checked the formation, sub-base and kerbs; surfacing only after this signature

Practice
- 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 / DATE...	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)

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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.