

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 | ELEVATION              | 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

|                                                                |                                                    |                                         |
|----------------------------------------------------------------|----------------------------------------------------|-----------------------------------------|
| LIME BINDER AND MIX FOR EACH COAT (BINDER / AGGREGATE / RATIO) | BACKGROUND TYPE AND CONDITION                      | CONSENT / CONSERVATION OFFICER REF      |
| NUMBER OF COATS AND THICKNESS OF EACH                          | CURING PERIOD BETWEEN COATS AND AFTER FINAL (DAYS) | FINISH AND ANY LIMEWASH OR SHELTER COAT |

3. Materials on site

HOLD POINT

Render, beads, mesh, primers, insulation, adhesive and fixings are the products the specification and the system data sheet name — one system; the material approval on KD-QA-SYS-005 referenced

Spec · TDS

Batch numbers recorded; within shelf life; bagged materials dry and off the ground; one batch of top coat per elevation

TDS

BATCH NUMBERS

KD-QA-SYS-005 REF

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. Background

HOLD POINT

Cement render, cement pointing and impermeable paint removed from the area to be rendered; joints raked out to the depth the specification states; loose material brushed off

Spec · Practice

Deep joints and hollows dubbed out with the specified mix in layers no thicker than the specification allows, each cured before the next

BS EN 13914 · Spec

Background dampened so it does not draw water from the lime — wetted the evening before and again before coating as the specification directs, not saturated

Spec

BACKGROUND PHOTO REFS

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. Weather — before each coat, every day

CHECK & RECORD

Air and substrate temperature within the data-sheet range (typically 5 °C to 30 °C) and forecast to hold through the cure; no application in direct hot sun, drying wind, rain or onto a frozen or saturated background

TDS · BS EN 13914

Scaffold sheeted or shaded where the data sheet requires; readings and the decision on KD-QA-SYS-006

TDS

DATE

AIR °C

WALL °C

RH %

FORECAST AND DECISION

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Coats

HOLD POINT

- Each coat the mix and thickness in section 2 — measured; no coat thicker than the specification allows; scratched or keyed for the next while green
- BS EN 13914 · Spec
- The curing period in section 2 between coats counted in days from the date each coat was applied and recorded; no coat over a coat still green
- Spec
- Hair or fibre added where the specification names it; no cement, gypsum or proprietary additive introduced unless the specification names it
- Spec

COAT DATES AND THICKNESSES (LIST)

|                           |                 |                                           |                |                 |              |                    |
|---------------------------|-----------------|-------------------------------------------|----------------|-----------------|--------------|--------------------|
| RESULT                    | <div>Pass</div> | <div>Fail</div>                           | <div>N/A</div> | 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. Curing and protection

HOLD POINT

- Each coat kept damp with hessian, sheeting and misting for the period in section 2; protected from direct sun, drying wind and frost the whole time; the daily check recorded
- Spec · Practice
- Scaffold sheeting and the protection kept in place after the final coat for the full period before removal
- Spec

PROTECTION LOG REF / DAYS HELD

|                           |                 |                                           |                |                 |              |                    |
|---------------------------|-----------------|-------------------------------------------|----------------|-----------------|--------------|--------------------|
| RESULT                    | <div>Pass</div> | <div>Fail</div>                           | <div>N/A</div> | 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. Finish

CHECK & RECORD

- Finish as section 2 and the sample panel; limewash or shelter coat in the number of coats specified; no shrinkage cracks after cure or the area re-worked
- Spec

|                           |                 |                                           |                |                 |              |                    |
|---------------------------|-----------------|-------------------------------------------|----------------|-----------------|--------------|--------------------|
| RESULT                    | <div>Pass</div> | <div>Fail</div>                           | <div>N/A</div> | NCR REF IF FAIL | PHOTO REF(S) | Date/time on photo |
| SUB SELF-CHECK — INITIALS | DATE            | HOLD RELEASED BY THE REVIEWER — SIGNATURE |                | TIME            | DATE         |                    |

9. Snagging closed and handover

HOLD POINT

- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Practice
- Protection removed; sills, copings, windows and paving clean; scaffold ties made good with the detail specified
- Spec
- System guarantee application and the installation record handed over and referenced
- TDS

|                           |                 |                                           |                |                 |              |                    |
|---------------------------|-----------------|-------------------------------------------|----------------|-----------------|--------------|--------------------|
| RESULT                    | <div>Pass</div> | <div>Fail</div>                           | <div>N/A</div> | NCR REF IF FAIL | PHOTO REF(S) | Date/time on photo |
| SUB SELF-CHECK — INITIALS | DATE            | HOLD RELEASED BY THE REVIEWER — SIGNATURE |                | TIME            | 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 / DATE... | 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)

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  | 2026-09-02 | 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.