

MANHOLES AND INSPECTION CHAMBERS — BASES, BENCHING, RINGS, STEPS AND BACKDROPS — QUALITY — ONE PER AREA

Every chamber built to the drawing — base and channel, benching, rings and seals, backdrops, step irons or ladders, cover class... KD-QA-GW-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	CHAMBER REF(S)	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 DRAWING, MANHOLE SCHEDULE AND REV	CHAMBER TYPE, SIZE AND DEPTH	INVERT AND COVER LEVELS FROM THE SCHEDULE
COVER AND FRAME CLASS AND TYPE BY LOCATION	STEP IRONS / LADDER / LANDING REQUIREMENT	SURROUND, BEDDING AND BACKFILL SPECIFIED

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. Base, channel and benching

HOLD POINT

- Base to the size and thickness drawn on the bedding specified; channel the pipe size with the fall through the chamber the drawing shows and a smooth invert; branch channels swept in the direction of flow Approved Document H · Drawing
- Benching to the height and fall the drawing shows with a smooth, dense finish; no step or ledge to catch debris; rocker pipes at the chamber wall as KD-QA-GW-006 Approved Document H
- Backdrops where the drawing shows them, of the type drawn, with the access for rodding provided Drawing

INVERT MEASURED / SCHEDULE	BASE AND BENCHING 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. Rings, shaft and seals

HOLD POINT

- ☐ Rings, cover slab and shaft sections the size and type drawn, bedded and jointed with the sealant or seal the data sheet states, plumb; lifting holes filled; pipes entering the chamber through the openings provided with the seal the data sheet names TDS · Drawing
- ☐ Plastic chambers — the product and depth rating specified, bedded and surrounded as the data sheet with the riser cut square; not used beyond the depth the data sheet allows TDS
- ☐ Brick chambers — engineering brick in the bond and mortar specified, rendered or fair-faced as drawn, corbelled as the drawing Drawing · Spec

PLUMB / ALIGNMENT READING (MM)

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. Steps, ladders and safety

HOLD POINT

- ☐ Step irons or ladder at the spacing and offset drawn, from the type the specification names, fixed as the data sheet; landings and safety chains where the depth requires them on the drawing Drawing · Spec
- ☐ Chamber sound and watertight when tested with the drain run on KD-QA-GW-006 or GW-008; no ingress at ring joints or pipe entries BS EN 1610

STEPS / LADDER FITTED (COUNT) / SPACING MEASURED

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. Cover and frame at the finished surface

HOLD POINT

- ☐ Frame the class and type in section 2 for the location, bedded on the mortar or bedding the specification names over the full frame, seated without rock, set to the finished surface level and falls — checked with a straightedge across the finished surface Drawing · Spec
- ☐ Cover lifts and seats correctly; sealed covers where the drawing requires them; the chamber reference marked as the specification states; nothing dropped into the chamber during surfacing Practice

FRAME TO FINISHED SURFACE — WORST READING (MM)

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. Surround, backfill and records

CHECK & RECORD

- ☐ Surround and backfill as section 2 in layers as KD-QA-GW-003; the as-built invert and cover levels and any deviation surveyed and recorded on the drawing Drawing · Practice

AS-BUILT LEVELS — INVERT / COVER

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.