

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 / PATH OR PLAZA 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

PAVING LAYOUT, LEVELS AND DETAILS REVISION	PAVING UNITS (TYPE / SIZE / THICKNESS)	LAYING COURSE MATERIAL / THICKNESS (BS 7533 / DR...
JOINT WIDTH AND FILLING (SPECIFICATION)	FALLS AND MAXIMUM CROSSFALL (DRAWING)	RAMP GRADIENTS AND LANDINGS (DRAWING / BS 8300-1)

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. Base released**HOLD POINT**

KD-QA-EW-001 released for this area — sub-base and edge restraints complete; the reference recorded

Practice

KD-QA-EW-001 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

5. Laying course**HOLD POINT**

Laying course of the material and thickness in section 2 screeded to the falls, not used to make up level beyond the thickness the standard allows; bound laying courses of the mix specified with units bedded within the working time

BS 7533

LAYING COURSE THICKNESS MEASURED (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. Units, bond and joints

HOLD POINT

- Units as section 2 from mixed packs so no banding shows; laid to the bond and pattern drawn with joints of the width in section 2 — measured; cut units no smaller than the standard allows at edges BS 7533 · Drawing
- Joints filled with the material in section 2 and compacted or pointed as the standard states; surface compacted with the plate and passes stated where unbound BS 7533
- Lipping between adjacent units within the figure the specification states (measured with a straightedge); no rocking units BS 7533

WORST LIPPING (MM) / JOINT WIDTH RANGE

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. Falls and surface regularity

HOLD POINT

- Falls as section 2 measured with a level across the area — no ponding after the water test or rain; crossfall not steeper than section 2 on accessible routes BS 7533 · BS 8300
- Surface regularity within the specification tolerance under a 3 m straightedge; the worst reading recorded BS 7533

FALLS MEASURED (1 IN ...) / WORST REGULARITY (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. Tactile paving

HOLD POINT

- Tactile surface of the type, colour and layout the drawing shows at every crossing, hazard and platform edge marked — blister, corduroy or ledge as the DfT guidance names for that situation — laid to the depth and width drawn with the blisters or bars in the orientation the guidance states DfT · Drawing
- Tactile units flush with the adjacent surface within the figure the specification states; kerb upstand at crossings as the drawing DfT · BS 8300

TACTILE LOCATIONS CHECKED / TYPE / ORIENTATION

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	

9. Ramps, landings and steps

HOLD POINT

- Every ramp gradient measured and within the range in section 2 for its going; landings of the length drawn at the top, bottom and at the intervals the drawing shows, level within the tolerance stated BS 8300 · Drawing
- Step rises and goings equal within the tolerance stated and matching the drawing; nosings contrasting and of the profile drawn; handrails at the heights the drawing shows and extending as drawn BS 8300 · Drawing

RAMP GRADIENTS MEASURED / STEP RISE AND GOING

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	

10. Finish and protection

CHECK & RECORD

Surface clean of jointing material, mortar stains and debris; no cracked or chipped units; no vehicle traffic on paving before the specification allows

BS 7533

RESULT Pass Fail N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

11 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.

[illegible]

12 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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.