

PILE CAPS AND GROUND BEAMS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Pile heads, formwork, reinforcement and cast-ins seen BEFORE the pour · one sheet per cap or beam group

KD-QA-PS-004 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 | CAP / BEAM / GRIDLINES | 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

|                                                        |                                      |                                                    |
|--------------------------------------------------------|--------------------------------------|----------------------------------------------------|
| CAP / BEAM DRAWING AND REINFORCEMENT SCHEDULE REVISION | CAP / BEAM SIZE AND LEVEL            | CONCRETE SPECIFIED (CLASS / CONSISTENCE / AGGR...  |
| NOMINAL COVER (MM) — SIDES / BOTTOM / TOP              | CAST-INS (HD BOLTS, STARTERS, DUCTS) | PILE REFS UNDER THIS CAP (INTEGRITY ACCEPTED? Y/N) |

3. Excavation and blinding

HOLD POINT

Excavated to the level and outline the drawing shows; sides supported where the method statement requires and inspected under CDM reg 22 before anyone works in it

CDM 2015 · Drawing

Formation clean and firm; blinding concrete of the thickness the drawing shows laid and level

BS EN 13670

Pile heads clean, sound and at cut-off; projecting bars clean of concrete and soil; KD-QA-PS-003 released for every pile listed in section 2

SPERW

|                                                       |                                           |
|-------------------------------------------------------|-------------------------------------------|
| BLINDING LEVEL MEASURED                               | CDM REG 22 INSPECTION REPORT REF          |
| 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                                      |

4. Formwork

HOLD POINT

Formwork to the dimensions and level the drawing shows, within the specification tolerance; plumb, tight at joints, braced and propped against the pressure of the pour

BS EN 13670

Clean inside, release agent applied, no debris, water or soil on the blinding

BS EN 13670

DIMENSIONS MEASURED AGAINST DRAWING

|                                                       |                                           |
|-------------------------------------------------------|-------------------------------------------|
| 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                                      |

5. Reinforcement

HOLD POINT

- ☐ Bars, sizes, numbers and spacing as the schedule; bar marks checked off; laps of the length the drawing states Drawing · BS EN 13670
- ☐ Cover as section 2 held by spacers and chairs of the right height on the blinding and to the sides; pile bars tied into the cage as the drawing shows BS EN 13670
- ☐ Starter bars for columns and walls positioned from the set-out and checked by the engineer or reviewer; projection lengths measured Drawing
- COVER MEASURED (MM) — SIDES / BOTTOM / TOP STARTER BARS CHECKED BY / DATE

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. Cast-ins and services

HOLD POINT

- ☐ Holding-down bolts set in a template to the set-out; position, level and projection measured and recorded before the pour Drawing
- ☐ Ducts, sleeves and drainage through the cap or beam in the positions drawn and fixed against movement during the pour Drawing
- HD BOLTS — POSITION / LEVEL / PROJECTION 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. Concrete — delivery ticket against the specification

HOLD POINT

- ☐ Delivery ticket shows the strength class, consistence class, maximum aggregate size, cement type and admixtures the specification names; a ticket that does not match is rejected before discharge BS 8500
- ☐ Time of batching on the ticket; placed within the time the specification or supplier states; the time of placing recorded BS 8500 · TDS
- ☐ Slump or flow tested at the frequency the specification states and within the class on the ticket; the result recorded BS EN 12350
- ☐ Cubes made, marked with the pour and pile or element reference, and cured as the standard states; cube identities recorded BS EN 12390
- TICKET NO. / MIX / TIME BATCHED / TIME PLACED SLUMP OR FLOW (MM) / CUBE IDS

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. Placing

WITNESS

- ☐ Placed in layers and compacted with a poker to the depth the specification states; no free fall that separates the mix; pour continuous to the joint positions agreed BS EN 13670
- ☐ Top level and finish as the drawing; cast-ins re-checked after the pour and any movement recorded Drawing

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE WITNESSED BY THE REVIEWER — NAME DATE

## QUALITY — ONE PER AREA

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## CHECK & RECORD

BS EN 13670

BS EN 13670

Date/time on photo

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? |
|-----|----------------------------|--------------|-----------------|----------------------|-----|
|-----|----------------------------|--------------|-----------------|----------------------|-----|

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION: WHERE: EXTENT:

## CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT

## CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

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QUALITY — ONE PER AREA

continued

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| 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  | 2026-08-29 | 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.