

PILE INSTALLATION RECORD — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

One line of truth per pile — depth, strata, reinforcement, concrete and volume — completed on the day · one sheet per pile or sm...

KD-QA-PS-002 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	PILE 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

PILE TYPE / DIAMETER / DESIGN LENGTH	FOUNDING STRATUM AND DESIGN TOE LEVEL	REINFORCEMENT CAGE REF / LENGTH / COVER
CONCRETE SPECIFIED (CLASS / CONSISTENCE / AGGREGATE)	THEORETICAL CONCRETE VOLUME PER PIL...	RIG / OPERATOR / DATE

3. Position and set-out at the rig

CHECK & RECORD

Pile reference confirmed against the schedule before boring; the rig centred on the pin and the auger or casing plumbed with the rig's inclinometer

SPERW

Pile reference, date, start time and rig recorded on the piling contractor's pile record

SPERW

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

4. Boring or driving

CHECK & RECORD

Depth or toe level achieved matches the design or the engineer's instruction; strata found recorded against the expected profile — a change of strata, an obstruction or an early or late founding reported to the engineer before concreting

SPERW

For driven piles, the set and final penetration per blow recorded against the design set; for bored piles, the bore stable and dry or the support fluid within the specification limits

SPERW

Casing depth, temporary support and any water inflow recorded

SPERW

DEPTH / TOE LEVEL ACHIEVED

STRATA FOUND — MATCHES DESIGN? (Y/N — DESCRIBE)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

5. Reinforcement

HOLD POINT

Cage matches the schedule — bar sizes, number, helical pitch, length — checked before it goes in; cage reference recorded

Drawing

Cover spacers of the type and number the specification names fitted along the cage; cage plunged or lowered to the level the drawing shows and held there while the concrete sets

SPERW · BS EN 13670

Projection above cut-off matches the drawing; cage not bent, dropped or left resting on the bore bottom unless the design says so

Drawing

CAGE REF / LENGTH / PROJECTION ABOVE CUT-OFF

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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QUALITY — ONE PER AREA

continued

KD-QA-PS-002 Rev A0

6. 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

7. Concreting and volume

CHECK & RECORD

- ☐ Concrete placed by the method the specification names (tremie, pump through the auger) continuously from the toe; no interruption longer than the specification allows SPERW
- ☐ Actual volume against theoretical recorded — overbreak above the percentage the specification allows, or an underbreak, reported to the engineer the same day SPERW
- ☐ Pile head concreted to the level the drawing shows above cut-off so that sound concrete is reached when trimmed SPERW
- ACTUAL VOLUME (M³) / OVER- OR UNDER-BREAK (%)

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

SUB SELF-CHECK — INITIALS DATE

8. Record complete on the day

CHECK & RECORD

- ☐ Pile record signed by the rig operator and the piling contractor's supervisor on the day of installation and a copy given to the reviewer; a record completed later is a non-conformance SPERW

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 / DAT...	OK?

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continued

KD-QA-PS-002 Rev A0

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	2026-08-29	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.