

PLAYGROUND AND SPORTS SURFACES AND MARKINGS — QUALITY INSPECTION... QUALITY — ONE PER AREA

Base, surface thickness and the critical fall height proved by test, layout to the drawing · one sheet per area KD-QA-EW-007 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	PLAY / SPORTS AREA 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

SURFACING AND MARKING LAYOUT DRAWING AND REVISION	SURFACE SYSTEM (PRODUCT / LAYERS / THICKNESS BY ZONE)	CRITICAL FALL HEIGHT REQUIRED BY ZONE (E...
BASE CONSTRUCTION (DRAWING)	IMPACT TEST REGIME (SPECIFICATION / BS EN 1177)	COURT / GAME MARKINGS (DRAWING)

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

HOLD POINT

Base as section 2 built and released on KD-QA-EW-001 or KD-QA-EW-003; falls to the drainage drawn; edge restraints in place; surface clean and dry with the primer the data sheet names Drawing · TDS

BASE RELEASE 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. Surface thickness by zone

HOLD POINT

Surface system in section 2 laid to the thickness by zone — checked by depth gauge or core at the frequency the specification states before cure; the smallest reading in each zone recorded; the thicker zones under equipment extend to the fall zone drawn TDS · Drawing

Layers bonded and continuous; no gaps at edges or around equipment posts; surface compacted and finished as the data sheet states within the working time; colour and layout as the drawing TDS

THICKNESS READINGS BY ZONE (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. Impact test — critical fall height

HOLD POINT

After the data-sheet cure, the installed surface tested in every zone at the regime in section 2 and achieving at least the critical fall height in section 2; the test report referenced; zones that fail re-laid and re-tested

BS EN 1177 · Spec

TEST REPORT REF / ZONES / RESULT

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. Layout and markings

CHECK & RECORD

Court and game markings set out to the drawing, dimensions measured against it, line widths and colours as drawn, with the material the data sheet names for the surface

Drawing · TDS

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. Handover

HOLD POINT

Surface cured for the data-sheet period before use; equipment installer's inspection recorded where equipment stands on the surface; the maintenance information handed over and referenced

TDS · Spec

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 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?

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.