

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	POUR REF / ELEMENT / 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

CONCRETE SPECIFIED (CLASS / CONSISTENCE / AGGREGATE / CEMENT / ADMIXTURES)	POUR VOLUME ORDERED (M³) / NUMBER OF...	SUPPLIER PLANT REF / ORDER REF
SAMPLING AND CUBE FREQUENCY FROM THE SPECIFICATION	PLACING METHOD	MAXIMUM TIME FROM BATCHING TO PLACING (SPEC / SUP...)

3. Delivery tickets — every load

HOLD POINT

Every ticket shows the strength class, consistence class, maximum aggregate size, cement type and admixtures in section 2; a load that does not match is rejected before discharge and recorded

BS 8500

Time of batching and time of discharge recorded for every load; no load placed after the time in section 2

BS 8500

No water added on site unless the ticket allows it and the quantity is recorded on the ticket

BS 8500

TICKET NO. / TIME BATCHED / TIME PLACED / SLUMP (ONE PER LOAD)

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. Slump and cubes

CHECK & RECORD

Slump or flow tested at the frequency in section 2 by the standard method; results within the class on the ticket, otherwise the load is rejected

BS EN 12350

Cubes made from the sampled load at the frequency in section 2, marked with the pour reference and date, and cured as the standard states until collected; cube identities recorded

BS EN 12390

Air temperature and concrete temperature recorded where the specification requires

BS EN 13670

CUBE IDS / POUR REF / DATE

AIR / CONCRETE TEMPERATURE (°C)

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. Placing and compaction

WITNESS

Placed in layers no deeper than the specification states and compacted with a poker at the spacing and depth the specification states — the poker penetrating the layer below; no dragging of concrete with the poker

BS EN 13670

No free fall above the height the specification allows; no placing against a partly set layer — cold joints avoided by keeping the pour continuous or by forming a construction joint as the engineer agrees

BS EN 13670

Reinforcement and cast-ins watched during the pour and any displacement corrected before the concrete sets; cover checked at the top surface

BS EN 13670

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

DATE _____

CHECK & RECORD

Spec

BS EN 13670

PHOTO REF(S)

Pass

Fail

N/A

Date/time on photo

DATE _____

CHECK & RECORD

Practice

Downloaded from www.cambridge.org/core

PHOTO REF(S)

Pass

Fail

N/A

Date/time on photo

DATE _____

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]

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.