

PRECAST DELIVERY, BEARINGS AND FIXINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Bearing lengths measured, fixings made and grout cured BEFORE the units carry load · one sheet per unit group or level

KD-QA-MC-001 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	UNIT GROUP / LEVEL / 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

PRECAST LAYOUT AND CONNECTION DETAILS REVISION	UNIT TYPES ON THIS SHEET	MINIMUM BEARING LENGTHS (DRAWING)
BEARING PADS / MORTAR SPECIFIED	GROUT / INFILL CONCRETE SPECIFIED AND CURE BEFORE LOAD	TEMPORARY WORKS / PROPPING DESIGN REF

3. Delivery — marks, certificates and damage

HOLD POINT

Every unit, panel or module carries its mark matching the layout drawing and the delivery list; the count agrees; the supplier's quality record or certificate for the batch referenced

Spec

Inspected for damage before it leaves the trailer — cracks, spalls, split timber, torn membranes, wet panels; damage recorded and the unit quarantined until the supplier's disposition is received

Spec

Stored as the erection manual states — on bearers, propped, covered; units not stacked beyond the number the manual allows

TDS

MARKS DELIVERED / DAMAGED (REFS)	SUPPLIER'S CERTIFICATE / RECORD REF
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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. Supports ready

HOLD POINT

Supporting walls, beams or corbels at the level and line the drawing shows — surveyed; masonry cured for the period the specification states; steel bearings clean and level

Drawing

Bearing pads or mortar bed of the type in section 2 in place for the full bearing width; no packing with loose shims that stay in

BS EN 13670 · Drawing

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. Bearings — measured on every unit

HOLD POINT

Every unit bears the length in section 2 at each end — measured and the smallest recorded; no unit landed short and propped

BS EN 13670 · Drawing

Units level and in line within the tolerance the specification states; differential level between adjacent hollowcore units within the figure stated; the worst recorded

BS EN 13670

SMALLEST BEARING MEASURED (MM) / UNIT REF	WORST LEVEL / LINE DEVIATION (MM)
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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. Temporary stability and propping

HOLD POINT

Props, braces and guys to the erection manual or the temporary works design in section 2 fitted before the crane releases every unit; nothing left unpropped at the end of the shift beyond what the design allows

BS 5975-1

Permanent connections, ties and grout completed in the sequence the manual states before props are struck; the permit to load or the manual's release condition recorded

BS 5975-1

TEMPORARY WORKS DESIGN REF / PERMIT 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

7. Fixings, ties and reinforcement

HOLD POINT

Every connection — bolts, dowels, tie bars, weld plates, cast-in sockets — made as the connection detail shows, in the number drawn, with the grade and torque or weld the detail states; photographed before grout or screed covers it

Drawing

Tie reinforcement in joints and over supports as the drawing; laps and cover as drawn; nothing omitted where a unit was short

Drawing

PHOTO REFS — CONNECTIONS BEFORE COVERING

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. Grouting and infill

HOLD POINT

Joints, cores, sleeves and pockets grouted with the material in section 2, fully — no voids; joint edges sealed first so grout is retained; grout batch and date recorded

BS EN 13670 · TDS

No loading, screeding or striking of props before the age or strength in section 2; the date and evidence recorded

BS EN 13670

GROUTED (DATE / BATCH) / LOAD RELEASED (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

9. Protection

CHECK & RECORD

Exposed faces, arrises and stair nosings protected; no site drilling or cutting of units without the engineer's instruction

BS 8000-0 · Spec

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

10 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 / DATE...	OK?

11 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)

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.