

REINFORCEMENT — COVER, LAPS, SPACERS AND CAST-INS — QUALITY INSPEC... QUALITY — ONE PER AREA

The one hold that cannot be reconstructed — every bar, lap, spacer and cast-in checked against the schedule BEFORE the pour... KD-QA-CF-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	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

REINFORCEMENT DRAWING AND BENDING SCHEDULE REVISION	NOMINAL COVER (MM) — EACH FACE	LAP LENGTHS FROM THE DRAWING (BY BAR SIZE)
REINFORCEMENT GRADE / PRODUCT CERTIFICATE REF	SPACER / CHAIR TYPE SPECIFIED	CAST-INS, COUPLERS AND BOXOUTS (LIST)

3. Bars against the schedule HOLD POINT

Every bar mark on the schedule present in the number, size, shape and length scheduled; bars tagged with the bar mark on delivery and checked off	BS 8666 · Drawing
Bar spacing measured and within the specification tolerance; no bars missing at edges, corners or around openings where trimmer bars are drawn	BS EN 13670 · Drawing
Bars clean — no loose rust, oil, mud, ice or release agent; no site cutting or re-bending of bars except where the drawing allows and by the method the standard permits	BS EN 13670 · BS 8666
Reinforcement product certificate for the delivery on file; the reference recorded	Spec
PRODUCT CERTIFICATE REF / DELIVERY NOTE	WORST SPACING DEVIATION (MM) AND WHERE

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. Cover HOLD POINT

Cover to every face matches section 2 — measured at the frequency the specification states, at the worst points (edges, kickers, top steel), and the smallest recorded	BS EN 13670					
Spacers and chairs of the type in section 2, at the centres the standard or the specification states, fixed to the bars and bearing on the form or blinding — cover is held by spacers, not by lifting during the pour	BS 7973					
Top steel supported on chairs of the right height at the centres drawn so it cannot be walked down; walkways provided across heavy top mats	BS 7973 · Practice					
SMALLEST COVER MEASURED (MM) / FACE / WHERE						
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. Laps, anchorages and couplers

HOLD POINT

- ☐ Lap lengths measured against section 2 for every bar size; laps in the positions the drawing shows, not where the bar ran out; staggered where drawn Drawing · BS EN 13670
- ☐ Anchorage lengths, bends and hooks into supports as the drawing; starter bars from the previous pour clean and of the projection drawn Drawing
- ☐ Couplers of the product the specification names, torqued or marked as the data sheet states; the coupler record referenced TDS
- SHORTEST LAP MEASURED (MM) / BAR SIZE / WHERE

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. Fixing and stability

CHECK & RECORD

- ☐ Every intersection tied where the specification requires, otherwise at the frequency stated; cage stiff enough not to move under the pour; tie-wire ends turned in away from the form face BS EN 13670
- ☐ Reinforcement not in contact with the form face or displaced by conduits, ducts or cast-ins BS EN 13670

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

SUB SELF-CHECK — INITIALS DATE

7. Cast-ins, boxouts and services

HOLD POINT

- ☐ Every item in section 2 present, in the position and at the level the drawing shows, checked to the set-out and fixed against movement — holding-down bolts in a template, ducts and conduits tied, boxouts braced Drawing
- ☐ Waterbars, hydrophilic strips and joint formers in the positions drawn and continuous at corners and junctions; the joint detail photographed Drawing · TDS
- ☐ Services within the pour agreed with the trades concerned and signed on KD-QA-SYS-009; nothing added after this release Practice
- CAST-INS CHECKED (ITEM / POSITION / BY)

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. Cleanliness before release

HOLD POINT

- ☐ Formwork bottom and the previous pour surface clean — debris, tie-wire, sawdust, water and ice removed after the steel is fixed; construction joint prepared as the specification states BS EN 13670

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

HOLD POINT

BS EN 13670

Practice

POUR REF / PLANNED DATE

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]

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.