

RESIN ANCHORS AND POST-INSTALLED FIXINGS — QUALITY INSPECTION CHECK... QUALITY — ONE PER AREA

Resin and mechanical anchors carrying structural or safety-critical loads · anchor per the specification and its assessment, hole c... KD-QA-CR-003 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	FIXING GROUP / ELEMENT	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

FIXING DRAWING / SCHEDULE AND REV	ANCHOR SPECIFIED — TYPE, SIZE, ASSESSMENT DOCUMENT REF	BASE MATERIAL — CONCRETE GRADE / MASO...
EMBEDMENT DEPTH AND HOLE DIAMETER SPECIFIED (...)	EDGE DISTANCE AND SPACING MINIMUMS (MM)	PROOF TEST SPECIFIED — NUMBER / %, LOAD, HOLD TIME, CRITERION

3. Anchor and set-out — before drilling

HOLD POINT

Anchor on site is the specified type and size with the assessment document covering this base material and condition (cracked / uncracked; concrete / masonry); a substitute needs its own assessment and the engineer's acceptance	BS 8539 · Spec	
Resin and anchor components within shelf life; batch numbers recorded; resin stored within its temperature range	TDS	
Positions set out from the drawing; edge distances and spacings measured and at or above the data-sheet minimums; reinforcement located by scan where the drawing requires it avoided	BS 8539 · Drawing	
Installer trained on this anchor system; the installation instructions on site	BS 8539	
RESIN / ANCHOR BATCH NUMBERS	EDGE DISTANCE / SPACING MEASURED (MM)	SCAN RECORD REF (WHERE REQUIRED)

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. Drilling, cleaning and installation

HOLD POINT

Hole drilled with the specified bit diameter and drilling method (hammer / diamond) to the specified depth; diameter and depth checked with a gauge and recorded	BS 8539 · TDS		
Hole cleaned by the full cycle the data sheet states (blow — brush — blow, with the specified brush and air source) until no dust returns; a dirty hole halves the load	BS 8539 · TDS		
Resin dispensed until uniform in colour, injected from the bottom of the hole to the fill volume the data sheet states; anchor inserted with a turning motion to the marked embedment; excess resin visible at the mouth	TDS		
Mechanical anchors set to the specified torque with a calibrated torque wrench; torque recorded	BS 8539 · TDS		
Embedment depth marked on every anchor and checked after insertion; anchors that stand proud or sink are removed and re-drilled at a new position the engineer accepts	BS 8539		
HOLE DIAMETER / DEPTH MEASURED (MM)	CLEANING CYCLE USED	TORQUE APPLIED (NM) WHERE MEC...	ANCHORS INSTALLED (NUMB...

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. Cure — no load until the data-sheet time at the measured temperature

HOLD POINT

- Base material temperature measured at installation and the cure time read from the data-sheet table for that temperature; cure end time recorded per group
- No load, no fixture torque and no disturbance until the cure time has elapsed; the group tagged or barriered until released
- Reviewer released the group for loading after the recorded cure end

TDS

BS 8539 · TDS

Practice

BASE TEMPERATURE °C AT INSTALLATION CURE TIME FROM THE TABLE / CURE END (DATE / TIME)

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. Proof test and record

HOLD POINT

- Proof tests carried out on the number or percentage of anchors the specification states, to the specified load, held for the specified time, with a calibrated test rig; result passes only where displacement is within the specified criterion
- Test rig reaction bridging the anchor so the base material is not preloaded; test certificate and calibration recorded
- Every anchor recorded — position, type, embedment, cure and test result — on a schedule kept with this sheet and photographed with the embedment mark visible
- Failed anchors and their replacements reported to the engineer with the cause found

BS 8539 · Spec

BS 8539

BS 8539 · Practice

Spec

PROOF TEST RESULTS (ANCHORS TESTED / LOAD / DISPLACEMENT)

TEST RIG REF / CALIBRATION DATE

ANCHOR SCHEDULE 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 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?

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.