

SETTING OUT, DPC AND FIRST LIFTS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Set-out from grid, DPC and cavity trays bedded and lapped, gauge and bond proved BEFORE the wall rises · one sheet per elev...

KD-QA-BM-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	ELEVATION / WALL / 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

WALL DRAWINGS AND REVISION	WALL CONSTRUCTION (LEAVES / CAVITY WIDTH / INSULATION)	DPC TYPE AND LEVEL ABOVE FINISHED GROUND (DRA...
BOND AND JOINT PROFILE SPECIFIED	GAUGE (COURSES PER METRE / BED JOINT THICKNESS)	MORTAR DESIGNATION FOR THIS ELEMENT

3. Materials on site

HOLD POINT

Bricks, blocks and specials are the products the specification names — type, strength, density and colour; the material approval on KD-QA-SYS-005 referenced	Spec
Mortar is the designation or strength class the specification names for this element; site-batched mortar gauged by box, not shovel; ready-mixed mortar used within the time on the tub	BS 8000-3 · Spec
Units stored off the ground and covered; blocks kept dry — wet blocks shrink and crack the wall	BS 8000-3
Ties, DPC, trays, weeps, closers and insulation are the products specified, with batch numbers recorded	Spec · TDS
UNIT TYPES / BATCH OR DELIVERY REFS	MORTAR DESIGNATION / SUPPLIER 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		

4. Setting out

HOLD POINT

Wall positions set out from grid control and checked independently; face line, corners and openings marked; the set-out within the tolerance the specification states	Drawing
Foundation or slab level within tolerance — the first course bedded to level without beds thicker than the specification allows	BS 8000-3
Dry-bonded first course to check the bond works round the corners and at openings without cuts smaller than the specification allows	BS 8000-3
INDEPENDENT CHECK BY / WORST DEVIATION (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		

5. DPC — before the wall rises

HOLD POINT

- ☐ DPC of the type in section 2 bedded on mortar in both leaves at not less than the height above finished ground in section 2 — measured; full width of the leaf, not projecting into the cavity except as detailed BS 8215 · NHBC 6.1
- ☐ Laps at least 100 mm and at corners as the drawing details; the DPC lapped with the DPM or basement waterproofing by at least the width the data sheet states so there is no path between them BS 8215
- ☐ DPC continuous through door thresholds and under sills as detailed; vertical DPCs at openings as the drawing shows BS 8215 · Drawing
- DPC HEIGHT ABOVE FINISHED GROUND MEASURED (MM) PHOTO REFS — DPC AND LAPS

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. Cavity trays at the base and low level

HOLD POINT

- ☐ Cavity tray at the base of the cavity and over every low-level opening as the drawing details — bedded, rising the height the drawing shows, with stop ends and weeps as KD-QA-BM-002 BS 8215 · Drawing
- ☐ Cavity below the base tray free of mortar droppings before the tray is covered; cavity drainage as detailed BS 8000-3

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. First lifts — gauge, bond and joints

WITNESS

- ☐ Gauge held at the figure in section 2 checked with a gauge rod at every corner; bed joints of the thickness specified; perpend full and lined through BS 8000-3
- ☐ Bond as section 2 with no straight joints; corners plumbed and lines used between corners; the first lift plumb within the tolerance the specification states BS 8000-3 · BS EN 1996-2
- ☐ Frog up or as the specification states; joints finished as section 2 as the mortar goes thumb-print hard BS 8000-3
- GAUGE CHECK AT CORNERS (RESULT)

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

SUB SELF-CHECK — INITIALS DATE WITNESSED BY THE REVIEWER — NAME DATE

8. Conditions — every day

CHECK & RECORD

- ☐ No laying when the air temperature is below 3 °C and falling, or on frozen units or mortar; no laying in heavy rain; readings on KD-QA-SYS-006 BS 8000-3
- ☐ New work covered at the end of every shift and during rain — top of the wall protected from saturation and from frost for the period the specification states BS 8000-3 · NHBC 6.1

DATE AIR °C GO / POSTPONE / PROTECTION USED

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

SUB SELF-CHECK — INITIALS DATE

QUALITY — ONE PER AREA

KD-OA-BM-001 Rev A0

HOLD POINT

Spec

PERFORMING PANEL ASSIGNED BY DATE

Date/time on photo

DATE _____

[illegible]

PHOTO REF(S)

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continued

KD-QA-BM-001 Rev A0

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.