

SETTING OUT AND LEVELS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Control, grid and datum proved, set-out checked independently BEFORE excavation · one sheet per area or structure

KD-QA-GW-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	STRUCTURE / AREA SET OUT	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

SETTING-OUT DRAWING AND REVISION	SITE DATUM / BENCHMARK REF AND VALUE	GRID CONTROL STATIONS USED
INSTRUMENT TYPE / SERIAL / CALIBRATION DATE	SETTING-OUT TOLERANCE FROM THE SPECIFICATI...	SETTING-OUT ENGINEER (NAME)

3. Control proved before use

HOLD POINT

Datum and grid stations checked against at least two other control points; closure within the tolerance in section 2 and the figures recorded	Practice
Instrument calibration in date (section 2); a two-peg test or collimation check done on the level and the result recorded	Practice
Control stations protected and marked; any disturbed station re-established from two others before it is used again	Practice
CONTROL CHECK — POINTS USED AND CLOSURE (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	

4. Set-out checked independently

HOLD POINT

Set-out points measured and checked by a second person from independent control — diagonals, offsets and levels — before excavation starts; the checker named	Practice
Positions and levels within the tolerance in section 2; the worst deviation recorded	Spec
Set-out is to the drawing revision recorded above — superseded drawings removed from the site office	Drawing
INDEPENDENT CHECK BY (NAME) / DATE	
WORST 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	

5. Levels

CHECK & RECORD

Formation, invert and finished levels for the area written on the profile boards or pegs and match the drawing; the reduced levels recorded below	Drawing
Profiles and pegs offset clear of the excavation and plant routes; offsets marked on the peg	Practice
KEY LEVELS SET (ELEMENT / LEVEL)	

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-GW-001 Rev A0

CHECK & RECORD

Practice

NCR REF IF FAIL	PHOTO REF(S)

SUB SELF-CHECK — INITIALS 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]

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
-------------------	-------	----------------------	-----	--------

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) _____

SETTING OUT AND LEVELS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-GW-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)

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.