

SOFT LANDSCAPING — SOILS, PLANTING, TREE PITS AND IRRIGATION — QUALITY — ONE PER AREA

Topsoil grade and depth, plants to the schedule, tree pits and staking to the standard, irrigation tested, establishment started · on... KD-QA-EW-005 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	PLANTING AREA / BED REF	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

PLANTING PLAN, SCHEDULE AND REVISION	TOPSOIL GRADE (BS 3882) AND DEPTH BY AREA (SPECIFICATION)	PLANT SCHEDULE REF / NUMBER OF PLANTS O...
TREE PIT SIZE / STAKING / GUARDS (DRAWING)	IRRIGATION SYSTEM SPECIFIED	ESTABLISHMENT / MAINTENANCE PERIOD AND WHO H...

3. Ground preparation and topsoil

HOLD POINT

Subsoil ripped or cultivated to the depth the specification states, free of rubble, concrete, and construction debris larger than the specification allows; no compacted subsoil under planting beds

Spec

Topsoil of the grade in section 2 with the supplier's declaration of analysis referenced; imported soil not laid wet; depth by area as section 2 — measured after settlement at the frequency stated and the smallest recorded

BS 3882 · Spec

TOPSOIL DEPTH MEASURED (MIN / MAX) / ANALYSIS 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. Plants against the schedule

HOLD POINT

Every species, size and number on the schedule for this area delivered and checked — labelled, healthy, root balls moist and undamaged; substitutions only with the landscape architect's written agreement recorded

Spec

Planted within the time the specification states of delivery, at the spacing and in the positions drawn, at the depth the root collar dictates, firmed and watered in

Spec

PLANTS CHECKED AGAINST SCHEDULE / SUBSTITUTIONS

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. Tree pits, planting and staking

HOLD POINT

Pits of the size in section 2 with the sides broken up, drainage as the drawing shows, backfilled with the soil specified; root collar at finished ground level — not buried; the pit photographed before backfill where the specification requires

BS 8545 · Drawing

Stakes, ties and guards as section 2 fitted so the tree is held at the base without the tie chafing; underground guying or root anchors as drawn; irrigation pipe and mulch of the depth specified

BS 8545 · Drawing

TREE PIT PHOTO REFS / PIT SIZES MEASURED

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. Irrigation

CHECK & RECORD

System in section 2 installed to the drawing, pressure tested and every zone run and witnessed; controller programmed and the settings recorded; the test referenced

Spec - TDS

IRRIGATION TEST REF / ZONES / SETTINGS

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Grass, mulch and establishment

CHECK & RECORD

Seeded or turfed areas prepared, sown at the rate or laid as the specification states, watered; mulch of the type and depth specified on beds; the establishment period in section 2 started with the date and the responsible party recorded

Spec

ESTABLISHMENT PERIOD START / HOLDER

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

8 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?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.