

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 / 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

STONE DRAWINGS / SCHEDULE REVISION	STONE TYPE / CAST STONE PRODUCT / BED ORIENTATION	SAMPLE / BENCHMARK PANEL REF (KD-QA-SYS-004)
BEDDING AND POINTING MORTAR (MIX / PRODUCT)	JOINT WIDTH AND FINISH SPECIFIED	FIXINGS / CRAMPS / DOWELS SPECIFIED

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. Sample and setting out

HOLD POINT

Sample panel or the first element built with the stone, mortar, joint width and finish in section 2 and accepted by the reviewer and the client or architect where the specification requires; recorded on KD-QA-SYS-004	Spec					
Courses, joint positions and features set out to the drawing; natural bed orientation as section 2 — face-bedded stone only where the specification allows	Drawing · Spec					
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. Bedding and fixing

HOLD POINT

- Every stone bedded on the mortar in section 2 for its full bed area with joints of the width specified; no spot bedding unless the specification calls for it
- BS 8000-3 · Spec

Cramps, dowels and fixings of the material and at the positions in section 2, set in the mortar or resin the drawing names; fixings photographed before the next course covers them

Drawing · TDS

Cast stone units handled and stored as the data sheet states — no chipped arrises, staining or efflorescence; damaged units rejected

TDS

PHOTO REFS — FIXINGS BEFORE COVERING

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. Pointing and joints

HOLD POINT

- Joints raked to the depth the specification states before pointing; pointing mortar in section 2 pressed in, not smeared; finish and colour match the sample panel
- Spec

Lime mortar protected from drying and frost for the period the specification states — damp hessian and sheeting; no pointing when the temperature is below 5 °C

Spec · TDS

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. Restoration — matching existing

CHECK & RECORD

- Replacement stone matches the existing in type, colour, texture and bed as the specification and sample; new work tied to old as the drawing details
- Spec

Cleaning method trialled on the agreed area and the result accepted before general cleaning; no method the specification forbids

Spec

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		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				

9. Protection of finished masonry

CHECK & RECORD

Facework protected from mortar splash, scaffold splash and staining — boards at scaffold level, sills and copings covered; mortar snots removed the same day

BS 8000-3

No cleaning with acid unless the specification allows it and the data sheet names the product; a trial area agreed first

Spec - TDS

NCR REF IF FAIL PHOTO REF(S)

RESULT Pass Fail N/A 40 Date/time on photo

SUB SELF-CHECK — INITIALS DATE

10 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.

[illegible]

11 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
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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)

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.