

STRIKING AND FINISHED SURFACE — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Strength proved before the forms come off, the surface judged against the finish class the same day · one sheet per pour

KD-QA-CF-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 | POUR REF / ELEMENT / 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

|                                                          |                                      |                                                   |
|----------------------------------------------------------|--------------------------------------|---------------------------------------------------|
| STRIKING STRENGTH / AGE FROM THE SPECIFICATION OR DESIGN | EVIDENCE OF STRENGTH                 | FINISH CLASS AND TOLERANCE FROM THE SPECIFICATION |
| PERMIT TO STRIKE REQUIRED? (FALSEWORK CATEGORY)          | BACK-PROPPING REQUIRED (DRAWING REF) | REPAIR METHOD SPECIFIED FOR DEFECTS               |

3. Strength before striking

HOLD POINT

Striking condition in section 2 met and the evidence recorded — cube results at age, maturity readings or the age stated — not elapsed days alone where strength is specified

BS EN 13670

Permit to strike signed by the temporary works coordinator where section 2 requires it (KD-QA-TW-003); the reference recorded

BS 5975-1

|                                                        |                                                                                         |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|
| STRENGTH EVIDENCE — RESULT / AGE / IDS                 | PERMIT TO STRIKE REF                                                                    |
| RESULT <div>Pass</div> <div>Fail</div> <div>N/A</div>  | <div>NCR REF IF FAIL</div> <div>PHOTO REF(S)</div> <div>Date/time on photo</div>        |
| SUB SELF-CHECK — INITIALS <div></div> DATE <div></div> | HOLD RELEASED BY THE REVIEWER — SIGNATURE <div></div> TIME <div></div> DATE <div></div> |

4. Striking sequence and back-propping

HOLD POINT

Struck in the sequence the design or specification states; back-props installed to the drawing before the falsework they replace is released

BS 5975-2

Forms removed without prising against the concrete; arrises, corners and features undamaged

BS EN 13670

|                                                        |                                                                                         |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|
| RESULT <div>Pass</div> <div>Fail</div> <div>N/A</div>  | <div>NCR REF IF FAIL</div> <div>PHOTO REF(S)</div> <div>Date/time on photo</div>        |
| SUB SELF-CHECK — INITIALS <div></div> DATE <div></div> | HOLD RELEASED BY THE REVIEWER — SIGNATURE <div></div> TIME <div></div> DATE <div></div> |

5. Finished surface against the finish class

HOLD POINT

Surface inspected within the time the specification states after striking — before any repair; flatness and line measured against the tolerance in section 2 and the worst reading recorded

BS EN 13670

Blow holes, grout loss, colour variation, fins and step at panel joints within what the finish class in section 2 allows; a benchmark panel agreed on KD-QA-SYS-004 where the specification requires one

Spec

No honeycombing, exposed reinforcement, cold joints or cracks beyond the width the specification allows — any found goes to a non-conformance with the engineer's disposition, not a silent patch

BS EN 13670

|                                                        |                                                                                         |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------|
| WORST FLATNESS / LINE READING AND WHERE                | DEFECTS FOUND — NCR REF                                                                 |
| RESULT <div>Pass</div> <div>Fail</div> <div>N/A</div>  | <div>NCR REF IF FAIL</div> <div>PHOTO REF(S)</div> <div>Date/time on photo</div>        |
| SUB SELF-CHECK — INITIALS <div></div> DATE <div></div> | HOLD RELEASED BY THE REVIEWER — SIGNATURE <div></div> TIME <div></div> DATE <div></div> |

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QUALITY — ONE PER AREA

continued

KD-QA-CF-005 Rev A0

6. Repairs and making good

CHECK & RECORD

Repairs by the method in section 2 only after the engineer's disposition; tie holes filled as the specification states; repairs photographed before and after

Spec

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

SUB SELF-CHECK — INITIALS DATE

7. Dimensions and as-built

CHECK & RECORD

Finished dimensions, levels and positions of cast-ins surveyed against the drawing; deviations beyond tolerance recorded and reported to the engineer

BS EN 13670

AS-BUILT SURVEY REF / DEVIATIONS

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 / DATE... | 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)

STRIKING AND FINISHED SURFACE — QUALITY INSPECTION CHECKLIST

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continued

KD-QA-CF-005 Rev A0

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.