

STRUCTURAL APPROVAL AND SCANNING BEFORE CUTTING — QUALITY INSPEC... QUALITY — ONE PER AREA

Before any core, chase, saw cut or opening in structural concrete · engineer's written approval for each cut, scan record to the de... KD-QA-CR-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	AREA / OPENING GROUP	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

OPENING / CORING DRAWING AND REV	CUTS ON THIS SHEET (NUMBER / REFS)	ELEMENT(S) — SLAB / BEAM / WALL / COLUMN
ENGINEER'S APPROVAL REF FOR THESE CUTS	TEMPORARY WORKS DESIGN REF (WHERE SUPPORT IS REMO...)	SCANNING METHOD SPECIFIED (COVER METER / G...)

3. Structural approval — every cut in writing

HOLD POINT

Each cut on this sheet appears on the drawing the engineer has accepted in writing, at the size and position shown; a cut not on that drawing, or moved, is not made until the engineer accepts it in writing

Post-tensioned elements identified from the structural drawings before anything else; no cut in a post-tensioned element without the engineer's tendon-specific approval and a scan proving the tendon positions

Where a cut removes support, the temporary works design is on site, the propping is installed and the permit to load is signed before cutting

Reinforcement the engineer requires to be retained or treated (cut, bent, coupled) identified on the drawing and understood by the cutting crew

APPROVAL REF / DATE / ENGINEER'S PRACTICE	PERMIT TO LOAD REF (WHERE PROPPING)	CREW BRIEFED ON THE ACCEPTED DRAWING — BY / D...
---	-------------------------------------	--

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. Scan record — before the blade touches the concrete

HOLD POINT

Every cut position scanned with the specified method to at least the depth of the cut; scan record (image or printout) kept with this sheet and referenced below

Reinforcement, tendons, conduits and embedded services marked on the concrete face at every cut, on both faces where the cut goes through

Live services within the cut proved dead and isolated under the site permit before cutting; the permit reference recorded

Any conflict between the scan and the drawing (bar where the drawing shows none, tendon within the cut, unknown embedment) reported to the engineer and the cut held until answered

SCAN RECORD REFS (PER CUT)	SCAN DEPTH ACHIEVED (MM) VS CUT DEPTH	SCANNED BY / DATE / INSTRUMENT 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		

5. Set-out and release to cut

HOLD POINT

- Every cut set out and measured from gridlines against the drawing — position, size and level recorded; corners drilled where the drawing requires to avoid over-cutting
- Reviewer has checked the set-out against the scan marks and the accepted drawing and released the cut; release recorded here before the first core
- Cut pieces supported so they cannot fall; water and slurry controlled; the finished cut photographed with the scan marks still visible
- Drawing
- Practice
- Practice

SET-OUT MEASUREMENTS (PER CUT)

PHOTO REFS — BEFORE AND AFTER

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 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?

7 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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.