

SUDS — ATTENUATION TANKS, CRATES, SOAKAWAYS AND PERMEABLE SUB-BASES — QUALITY — ONE PER AREA

Sustainable drainage below ground · formation and geotextile, crate or tank set to level with the wrap sealed, inlet, outlet and flow... KD-QA-GW-009 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	SUDS STRUCTURE / AREA	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

SUDS DESIGN DRAWING AND REV	STRUCTURE TYPE AND VOLUME (M³)	FORMATION, INVERT AND COVER LEVELS (DESIGN)
GEOTEXTILE / IMPERMEABLE LINER AND ITS LAP AND SEAL DETAIL	FLOW CONTROL DEVICE, ORIFICE SIZE AND OUTFALL	DESIGN LOAD AND COVER DEPTH RANGE

3. Underground services — before any ground is broken

HOLD POINT

- Utility record drawings for this area obtained and their date recorded; the area scanned with a cable avoidance tool by a trained operator and every detection marked on the ground HSG47
- Trial holes dug by hand or vacuum excavation at every crossing and where a service is expected within the excavation; findings recorded HSG47
- Every located service marked on the drawing held on site; exclusion distances from the method statement applied to mechanical excavation HSG47 · CDM 2015

UTILITY RECORDS REF / DATE; CAT SCAN BY / DATE	SERVICES FOUND AND MARKED (LIST)
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. Excavation and formation

HOLD POINT

- Excavation to the plan size and formation level in section 2, sides supported as the method statement, formation trimmed level and free of soft spots, water and sharp stones; the formation seen and recorded before the geotextile BS 6031 · Drawing
- Soakaways and infiltration structures — the formation in the stratum the design assumes; the infiltration test the design relied on referenced and the ground seen matches it, or the designer told Spec · Drawing
- Bedding layer of the material and thickness the data sheet states, level and compacted as directed TDS

FORMATION LEVEL MEASURED / DESIGN	GROUND SEEN AT FORMATION
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. Wrap, crates and tank

HOLD POINT

- Geotextile or liner the product in section 2, laid without holes, lapped by the width stated and sealed or welded where the design is a sealed tank; liner seams tested where the data sheet requires

TDS · Spec
- Crates or tank the product, number and layout drawn, clipped or connected as the data sheet, set level and to the invert in section 2; the wrap closed over the top with no soil in contact with the crates

TDS · Drawing
- Inlet, outlet, vent and inspection or jetting connections at the positions and levels drawn, sealed through the wrap with the system's components; access for maintenance provided as the design

Drawing · TDS
- Every stage photographed — formation, wrap, crates, connections, wrap closed — before backfill

Practice

INVERT LEVEL MEASURED / DESIGN

PHOTO REFS BY STAGE

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. Flow control and outfall

HOLD POINT

- Flow control device the model and orifice size in section 2 at the level drawn, in a chamber with access; the outfall connection to the sewer, watercourse or soakaway as the design and recorded on KD-QA-GW-006

Drawing · Approved Document H
- Overflow route and any silt trap, catchpit or interceptor upstream as the design; the device tag and setting recorded

Drawing
- Inlets blanked or protected until the contributing surfaces are finished; no site run-off through the structure; silt trap or catchpit upstream in place before the first inlet is opened

Spec · Practice

DEVICE / ORIFICE MEASURED / CHAMBER REF

INLETS BLANKED UNTIL (DATE) / OPENED BY

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. Backfill and permeable layers

HOLD POINT

- Sidefill and cover of the material the data sheet names, placed in layers by hand or light plant, to the cover depth range in section 2; no heavy plant over the structure until the cover the data sheet allows is reached

TDS · SHW
- Permeable sub-base — the clean, open-graded stone specified with no fines, placed and compacted as the design without crushing, protected from silt, mud and site traffic until the surface goes on; contaminated stone removed

SHW · Spec
- Backfill completed to KD-QA-GW-003; the as-built position and levels surveyed before the surface

Practice

COVER DEPTH OVER STRUCTURE MEASURED (MM)

PERMEABLE STONE GRADING TICKET / CONTAMINATION FOUND

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

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)

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.