

TIMBER FRAME ERECTION — SOLE PLATES, HOLDING-DOWN AND BREATHER M... QUALITY — ONE PER AREA

Sole plates level on DPC, panels plumb and fixed, holding-down in, membrane lapped and cavity barriers placed BEFORE cladd... KD-QA-MC-002 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	ELEVATION / LEVEL / PLOT	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

TIMBER FRAME LAYOUT, FIXING SCHEDULE AND ERECTION MANUAL REVISION	SOLE PLATE FIXING TYPE / CENTRES (SCHEDULE)	SOLE PLATE LEVEL TOLERANCE (MANUAL)
HOLDING-DOWN STRAPS / BRACKETS (TYPE / LOCATIONS)	BREATHER MEMBRANE PRODUCT AND LAP WIDTHS (DATA...	CAVITY BARRIERS (TYPE / LOCATIONS FROM THE F...

3. Delivery — marks, certificates and damage

HOLD POINT

Every unit, panel or module carries its mark matching the layout drawing and the delivery list; the count agrees; the supplier's quality record or certificate for the batch referenced	Spec
Inspected for damage before it leaves the trailer — cracks, spalls, split timber, torn membranes, wet panels; damage recorded and the unit quarantined until the supplier's disposition is received	Spec
Stored as the erection manual states — on bearers, propped, covered; units not stacked beyond the number the manual allows	TDS
MARKS DELIVERED / DAMAGED (REFS)	SUPPLIER'S CERTIFICATE / RECORD 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. Sole plates

HOLD POINT

Slab or wall under the sole plate level within the tolerance in section 2 — surveyed; DPC of the specified type under the full width of every sole plate, lapped with the floor DPM	BS 8215 · NHBC 6.2					
Sole plates set out to the drawing, fixed with the anchors and at the centres in section 2 with a fixing within the distance stated of every end and joint; packing under plates only of the material and thickness the manual allows	Drawing · TDS					
Treated timber for the sole plate with cut ends re-treated as the treatment data sheet states	NHBC 6.2 · TDS					
SOLE PLATE LEVEL SURVEY — WORST DEVIATION (MM)	FIXING CENTRES 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

5. Panels — plumb, line and fixing

HOLD POINT

- ☐ Panels plumb and in line within the manual's tolerance — measured at every corner and every 3 m; panel-to-panel and panel-to-sole-plate nailing of the size and at the centres in the fixing schedule Drawing · NHBC 6.2
- ☐ Head binders, floor cassettes, joist hangers and rim beams fixed as the schedule; no site cutting of panels or notching of studs beyond what the manual allows Drawing
- ☐ Holding-down straps or brackets in section 2 at every location drawn, fixed with the full number of nails or bolts NHBC 6.2 · Drawing

WORST PLUMB / LINE READING AND WHERE

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. Temporary stability and propping

HOLD POINT

- ☐ Props, braces and guys to the erection manual or the temporary works design in section 2 fitted before the crane releases every unit; nothing left unpropped at the end of the shift beyond what the design allows BS 5975-1
- ☐ Permanent connections, ties and grout completed in the sequence the manual states before props are struck; the permit to load or the manual's release condition recorded BS 5975-1

TEMPORARY WORKS DESIGN REF / PERMIT 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

7. Breather membrane and cavity barriers — before cladding

HOLD POINT

- ☐ Membrane is the product in section 2 over the whole external face, laps at least the widths in section 2 lapping over lower sheets, fixed as the data sheet states, and undamaged — tears taped with the product named TDS · NHBC 6.2
- ☐ Membrane dressed into openings and lapped over the DPC at the base as the drawing details; damp-proof course at every window and door opening as drawn BS 8215 · Drawing
- ☐ Cavity barriers of the type in section 2 at every location on the fire drawing (around openings, floor zones, compartment lines, eaves), tight to the frame and the cladding zone, fixed as the data sheet states and photographed Drawing · TDS
- ☐ Wall ties or cladding fixings of the type and at the spacing the schedule shows, through the membrane into studs — not into sheathing only Drawing · NHBC 6.2

PHOTO REFS — MEMBRANE LAPS, DPCS AND CAVITY BARRIERS

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. Moisture and protection

CHECK & RECORD

- ☐ Frame moisture content measured before it is closed in and not above the figure the manual or the specification states (record the reading); wet panels dried before insulation and linings NHBC 6.2
- ☐ Frame protected from rain and standing water on floor cassettes; open panel edges covered at the end of every shift BS 8000-0

MOISTURE READINGS (%) / LOCATIONS

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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9 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

[illegible]

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.