

UNDERPINNING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Sequence held bay by bay, bearing seen, concrete placed, dry-pack pinned and cured BEFORE the next bay is opened · one she...

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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 | WALL / BAYS COVERED    | 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

|                                                   |                                                     |                                           |
|---------------------------------------------------|-----------------------------------------------------|-------------------------------------------|
| UNDERPINNING DESIGN AND SEQUENCE DRAWING REVISION | BAY WIDTH / MAX BAYS OPEN AT ONCE (FROM THE DESIGN) | FORMATION DEPTH / BEARING STRATUM         |
| CONCRETE SPECIFIED AND DRY-PACK MIX               | PINNING METHOD AND MINIMUM AGE BEFORE THE NEXT BAY  | MOVEMENT MONITORING REQUIRED (Y/N — WHAT) |

3. Design and sequence in hand

HOLD POINT

- Engineer's design and bay sequence drawing on site; bays numbered on the wall to match; the temporary works register entry for any support recorded
- BS 8004 · BS 5975-1
- Condition survey of the wall and adjacent structures done and photographed before the first bay; monitoring points installed and base readings taken
- Spec
- Services below and beside the wall located and marked; any within a bay diverted or protected
- HSG47
- CONDITION SURVEY REF / BASE READINGS

|                           |      |                                           |     |                 |              |                    |
|---------------------------|------|-------------------------------------------|-----|-----------------|--------------|--------------------|
| 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. Bay excavation — before concrete

HOLD POINT

- Bay width no more than section 2; only the bays the sequence allows open at once; the bays open now listed
- BS 8004
- Excavated to the formation depth in section 2 with the sides supported as the design shows; inspected under CDM reg 22 before entry
- CDM 2015
- Bearing inspected by the engineer or the person the specification names — stratum matches the design; the underside of the existing footing cleaned and sound
- BS 8004

|                                 |                                       |                                           |     |                 |              |                    |
|---------------------------------|---------------------------------------|-------------------------------------------|-----|-----------------|--------------|--------------------|
| BAY NO(S) OPEN / WIDTH MEASURED | BEARING INSPECTED BY / DATE / FINDING |                                           |     |                 |              |                    |
| 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               |

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5. Concrete — delivery ticket against the specification

HOLD POINT

- Delivery ticket shows the strength class, consistence class, maximum aggregate size, cement type and admixtures the specification names; a ticket that does not match is rejected before discharge

BS 8500
- Time of batching on the ticket; placed within the time the specification or supplier states; the time of placing recorded

BS 8500 - TDS
- Slump or flow tested at the frequency the specification states and within the class on the ticket; the result recorded

BS EN 12350
- Cubes made, marked with the pour and pile or element reference, and cured as the standard states; cube identities recorded

BS EN 12390

TICKET NO. / MIX / TIME BATCHED / TIME PLACED

SLUMP OR FLOW (MM) / CUBE IDS

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. Concrete placed to the pinning level

WITNESS

- Concrete placed and compacted to the level the design states below the existing footing, leaving the gap the design shows for pinning; the gap measured

BS 8004
- Formwork to the face and ends as the design; ends keyed or dowelled into the adjacent bay where drawn

Drawing

PINNING GAP LEFT (MM)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

WITNESSED BY THE REVIEWER — NAME

DATE

7. Pinning — dry-pack

HOLD POINT

- Dry-pack of the mix in section 2 rammed hard into the gap in layers from both sides after the concrete has reached the age the design states; no gap left, no wet mortar used

BS 8004
- Pinning complete over the whole bay length and photographed; date and time recorded

BS 8004

PINNED — DATE / TIME / PHOTO 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

8. Next bay — only after the pin has cured

HOLD POINT

- Next bay in the sequence opened only after the minimum age in section 2 from pinning; the reviewer releases each bay on this sheet

BS 8004
- Monitoring readings taken before each new bay and within the trigger values the design states; movement beyond a trigger stops the work and goes to the engineer

Spec

MONITORING READINGS / TRIGGER

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

## QUALITY — ONE PER AREA

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## CHECK & RECORD

BS 8004

SUB SELF-CHECK — INITIALS      DATE

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.

11 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

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|                                                                    |                                        |                      |     |              |
|--------------------------------------------------------------------|----------------------------------------|----------------------|-----|--------------|
| 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 |
|              |                 |         |           |      |      |

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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.