

Appendix AF - Substructure Technical Evidence Pack Index

Use at handover to confirm that the hidden-work evidence file can explain the substructure without relying on memory.

Item / area	
What to record/check	
Initial / date / photo ref	

Foundation-to-wall handover	
Foundation tops, starters, levels and	

wall centring recorded	
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Moisture-control evidence	
DPC/DPM/tanking/drainage photos	

and records complete	
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Services evidence	
Sleeves, pipes, no-cut zones and	

maintenance sketch complete	
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Layer records, service trench	
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Fill/compaction evidence	
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reinstatement and tests/sign-offs	
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where required	
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Build-up, steel, DPM repairs,	
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Slab evidence	
concrete records and curing	
evidence complete	
Open issues, no-cut zones, service	
Handover warnings	
routes and threshold risks	
communicated	