

ACOUSTIC WORKS — FLOORS AND SEALS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Floating floors, resilient layers, acoustic absorbers, isolation hangers and acoustic seals · isolation before finishes · readiness for t...

KD-QA-IN-003 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	ROOM / SEPARATING ELEMENT REFERENCE	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

SEPARATING ELEMENT(S) AND ACOUSTIC DETAIL REFERENCE	PERFORMANCE SPECIFIED (DB)	ACOUSTIC DETAILS DRAWING AND REVISION
RESILIENT LAYER / ABSORBER / HANGER PRODUCTS	SOUND TEST — WHO AND WHEN	TEST ROOM PAIR(S)

3. Floating floors and resilient layers — before the floor is closed

HOLD POINT

Resilient layer the product and thickness in section 2 laid over the whole floor with joints butted or lapped as the data sheet states; no gaps, no tears, no compression by point loads	TDS					
Perimeter isolation strip the full depth of the floating layer at every wall, column and upstand, so the floating floor, screed or deck touches nothing rigid — checked all round with a torch	Approved Document E					
No bridging — pipes, ducts, fixings and skirtings do not connect the floating layer to the structure; penetrations sleeved and sealed with the resilient material the detail shows	Approved Document E					
Battens, cradles and floating decks fixed as the data sheet gives; decking glued at tongue-and-groove joints where the detail requires	TDS					
Photographed with a tape in shot before the floor is closed	Practice					
RESILIENT LAYER / THICKNESS MEASURED (MM)	BRIDGING POINTS FOUND / REMOVED	PHOTO REFS				
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. Absorbers, hangers and seals — before finishes

HOLD POINT

Acoustic absorbers (mineral wool in cavities, floor voids and ceiling voids) the product and thickness specified, filling the width the detail shows with no gaps at the perimeter	Approved Document E					
Resilient bars, isolation hangers and independent ceiling frames fitted as the detail shows — bars at the specified centres, not screwed through into the joist, fixings the length the data sheet gives	TDS					
Acoustic sealant continuous at every perimeter of every board layer, at the floor and ceiling junctions and round every penetration and socket box; flanking paths at the junctions on the drawing closed	Approved Document E					
Sealed condition photographed before skim, tiles or decoration	Practice					
RESILIENT BAR / HANGER CENTRES (MM)	PERIMETER SEALS COMPLETE (ALL LAYERS)					
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. Sound test readiness and result

HOLD POINT

- ☐ Separating elements complete including doors, windows, sockets, skirtings and floor finishes where the specification requires them before testing; both rooms closed and quiet enough for the test Approved Document E
- ☐ Test by the specification's tester to the field methods; rooms, positions and figures recorded BS EN ISO 16283
- ☐ Result meets the specification's figures — for new-build dwellings the commonly quoted values are 45 dB DnT, w + Ctr airborne for separating walls and floors and 62 dB L'nT, w impact for floors, unless the specification differs; a fail is a non-conformance with the remedial work and re-test recorded Approved Document E
- ☐ Test certificate filed for the Building Regulations submission and KD-QA-CO-002 Practice

TEST DATE / TESTER	AIRBORNE / IMPACT RESULT AND REQUIRED (DB)	CERTIFICATE REFERENCE

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. Snagging closed and handover

HOLD POINT

- ☐ Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice
- ☐ Photographs of every covered-up element on this sheet filed against the photo references before the next trade closes it — the evidence the Building Regulations submission and the warranty provider ask for Approved Document L
- ☐ Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed and the instruction not to cut or displace insulation or the air barrier without a repair to this sheet's standard Practice

HANDED TO (TRADE / NAME / DATE)	KD-QA-SYS-009 REFERENCE

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 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?

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.