

AIR-TIGHTNESS TEST READINESS AND RESULT — RECORD

QUALITY — ONE PER AREA

Before the air test — envelope complete, every penetration sealed, temporary seals listed · the test by a registered tester, the res...

KD-QA-CO-001 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	TEST ZONE / DWELLING / BUILDING	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

DESIGN AIR PERMEABILITY (M³/(H·M²) AT 50 PA) FROM THE COMPLIANCE CALCUL...	COMPLIANCE CALCULATION / ENERGY ASSESSMENT REF	TESTING ORGANISATION AND REGISTRATION SCH...
ZONE TESTED — ENVELOPE AREA (M²) AND VOLUME (M³)	TEMPORARY SEALS THE STANDARD ALLOWS (LIST — VENTILATION INTAKES / E...	TEST DATE / TIME PLANNED

3. Envelope readiness — before the tester arrives

HOLD POINT

Every external window and door fitted, glazed, with its ironmongery and seals, and closed; trickle vents closed; loft hatches and access panels fitted and closed	ATTMA · Spec			
Every service penetration of the air barrier sealed — the fire-stopping record (KD-QA-FP-001) and the air-barrier record cross-checked for this zone; sockets, switches and downlighters sealed to the air barrier where the design requires	Approved Document L			
Drainage traps filled with water; WCs and appliances connected; soil vent pipes complete	ATTMA			
Internal doors open; every room connected to the tested volume; the zone boundary matches the tester's calculation	BS EN ISO 9972 · ATTMA			
Only the temporary seals the standard allows are in place and every one is listed in section 2 — sealing anything else is a false result	ATTMA · BS EN ISO 9972			
Air-barrier line walked with a smoke pencil or by hand at junctions and openings before the test where the specification requires a pre-test check	Spec			
READINESS WALK BY / DATE	ITEMS OUTSTANDING AT THE WALK (LIST / CLEARED BY)	RELEASED FOR TEST BY / DATE		
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. Test and result

WITNESS

Tester registered with a recognised air-testing scheme; equipment calibration certificates within date and referenced; weather within the standard's limits for the test	ATTMA · BS EN ISO 9972		
Test carried out to the standard — pressurisation and / or depressurisation as the standard requires, with the envelope area and volume the tester calculated	BS EN ISO 9972 · ATTMA		
Result at or below the design air permeability in section 2 — pass; above it — fail, with the leakage paths the tester found listed for remedial work	Approved Document L		
Where the test fails, remedial sealing carried out, recorded here with photo references, and the zone retested by the same method; only the retest result is reported	ATTMA · Spec		
RESULT (M³/(H·M²) AT 50 PA)	TARGET	PASS / FAIL	LEAKAGE PATHS FOUND (WHERE FAILED)
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

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5. Record and certificate

HOLD POINT

- ☐ Test report and certificate received naming the zone, the envelope area and volume, the method, the result and the tester's registration; report number recorded; a copy to the energy assessor and to the handover file
- ☐ Temporary seals removed and the ventilation openings reinstated after the test, confirmed by the reviewer
- ☐ Retest results and remedial records filed with the first report so the history is complete

ATTMA

Practice

Practice

TEST REPORT / CERTIFICATE REF

TEMPORARY SEALS REMOVED — CONFIRMED BY / DATE

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 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?

7 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)

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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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.