

BMS POINT-TO-POINT AND FUNCTIONAL TESTING — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Every point on the schedule proved from the field device to the head end, sensors calibrated against a reference, every sequence... KD-QA-BC-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	OUTSTATION / PANEL / PLANT ROOM	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

OUTSTATION OR PANEL REFERENCE AND LOCATION	POINTS SCHEDULE REF AND REVISION	DESCRIPTION OF OPERATION REF AND REVISION
REFERENCE INSTRUMENTS AND CALIBRATION CERTIFICATE REFS	NETWORK AND HEAD-END REF	PANEL SUPPLY TESTED — KD-QA-EL-004 REF

3. Panel and field installation

HOLD POINT

- Panel built to the drawing — terminals numbered to the schedule, wiring identified, segregation of mains and signal wiring, earthing, and the supply tested on the KD-QA-EL-004 sheet in section 2 Drawing · BS 7671
- Every sensor at the position the drawing and the data sheet require — immersion sensors in pockets with heat-transfer paste, duct averaging elements across the full coil face, room sensors at the specified height away from draughts and heat Drawing · TDS
- Every actuator mounted with its linkage stroking the valve or damper from fully closed to fully open without binding; fail position set as the schedule states TDS · Spec
- Field cable routes, containment and fire-stopping recorded on KD-QA-EL-001 and KD-QA-EL-002 Spec

SENSORS AT DRAWING POSITIONS — CHECKED / TOTAL ACTUATORS STROKED FULL RANGE — CHECKED / TOTAL

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. Point-to-point — every point on the schedule, witnessed

WITNESS

- Every input on the schedule exercised at the field device and the value seen at the outstation and at the head end — analogue values compared with the reference instrument in section 2 and the difference recorded CIBSE Code C
- Every output driven from the head end to 0 %, 50 % and 100 % (or on and off) and the device seen to respond in the field; feedback signals confirm the position CIBSE Code C
- Every alarm point raised in the field and seen at the head end with the right text, priority and routing Spec
- Result recorded per point on the point-to-point sheets — a point not witnessed is a point not tested Practice

POINTS TESTED / ON SCHEDULE POINT-TO-POINT SHEET REFS

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	

5. Calibration and loop tuning

CHECK & RECORD

- Every analogue sensor reading within the specification tolerance of the reference instrument, or offset-corrected and the offset recorded
- Control loops tuned so the controlled variable settles within the specification's band without hunting — trend log for each loop referenced

CIBSE Code C · Spec

CIBSE Code C

LARGEST SENSOR ERROR FOUND / POINT

TREND LOG REFS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Functional tests — the description of operation, witnessed

WITNESS

- Every sequence in the description of operation in section 2 demonstrated — start-up, normal control, optimum start, setback, frost, summer and winter modes, fire alarm response — with the plant seen to do what the text says
- Every safety interlock and hard-wired override proved by operating it and seeing the plant stop or go to its safe state
- Set points, time schedules and holiday programmes entered as the schedule states; user access levels set

CIBSE Code C · Spec

Spec

Spec

SEQUENCES DEMONSTRATED / TOTAL

WITNESSED BY (NAME / ORGANISATION)

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. Records and release

HOLD POINT

- Point-to-point sheets 100 % complete, software and configuration backed up and the backup reference recorded, graphics matching the installed plant, alarm and point lists issued
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it; the outstation released to integration on KD-QA-BC-002

CIBSE Code M · Spec

Practice

SOFTWARE BACKUP REF / 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

8 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?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.