

CABLE INSTALLATION AND IDENTIFICATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Power, control and fire-resistant cables before enclosure · type and size to the schedule, bending radii, supports measured, gland... KD-QA-EL-002 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	RISER / ZONE / 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

CABLE SCHEDULE AND DRAWING REF	CABLE TYPES, SIZES AND FIRE CLASSIFICATION SPECIFIED	MINIMUM BENDING RADII (FROM THE...
CLEAT / SUPPORT SPACING SPECIFIED (M)	GLAND TYPES SPECIFIED	TERMINATION TORQUES SPECIFIED (NM)

3. Materials and equipment on site

HOLD POINT

Every item matches the specification and the schedule in section 2 — type, size, rating and standard marking; substitutions recorded on KD-QA-SYS-005 Spec

Cables carry the construction-products fire classification the specification names, the standard number and the size on the sheath; drum numbers recorded Spec · TDS

Data sheets and installation instructions on site; equipment stored dry and undamaged; cable drums on their edges under cover TDS

DELIVERY NOTE / GRN REFS	SUBSTITUTIONS RECORDED ON KD-QA-SYS-005 (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		

4. Installation

CHECK & RECORD

Every cable pulled without exceeding the data-sheet tension and bent to no less than the radius in section 2 — no kinks, sheath damage or flattening TDS · BS 7671

Support or cleat spacing measured — largest gap recorded and not greater than the value in section 2; supports in escape routes non-combustible as BS 7671 requires BS 7671 · Spec

Cables grouped and spaced as the design assumes — no bunching that reduces the current-carrying capacity the schedule was sized on BS 7671 · Spec

Fire-resistant cables installed on the fixings, at the spacing and by the route the specification and BS 8519 require, with no joint outside a rated enclosure BS 8519 · Spec

Segregation from Band I services and from other trades' services as KD-QA-EL-001 records BS 7671

LARGEST SUPPORT GAP FOUND (M) / CABLE TYPE						
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

5. Terminations and glands

WITNESS

☐	Glands of the type in section 2 for the cable and the enclosure rating; armour terminated in the gland with the earth tag or continuity fitting the specification names	BS 7671 · TDS
☐	Conductors terminated to the torque in section 2 where specified — torque driver reading recorded; no cut strands, no insulation in the terminal, no bare conductor outside it	TDS · BS 7671
☐	Ferrules or crimps of the size for the conductor and the specified tool; every conductor identified at the termination	BS 7671
TORQUES APPLIED (NM) / WHERE		

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	

6. Identification

CHECK & RECORD

☐	Every cable labelled at both ends and at the intervals the specification states with its schedule reference; label type as specified and legible	Spec
☐	Core colours and markings to BS 7671; alternative colours sleeved and the warning notice fitted where the installation mixes old and new colours	BS 7671
☐	Labels match the cable schedule — a label that does not match the schedule is a defect on both	Spec
CABLES LABELLED BOTH ENDS — COUNT / TOTAL		

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	☐ Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

7. Tests before enclosure — reviewer release

HOLD POINT

☐	Insulation resistance of every cable measured before enclosure at the test voltage BS 7671 requires — every reading recorded and not below the BS 7671 minimum for the circuit voltage	BS 7671 · IET GN3
☐	Continuity of every protective conductor and of the armour recorded; results carried to the schedule of test results on KD-QA-EL-004	IET Guidance Note 3
☐	Every item above closed; photographs before the ceiling, riser or floor closes	Practice
LOWEST INSULATION RESISTANCE (MΩ) / CABLE		
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

8. Records, 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
- As-installed drawing for this area marked up and handed to the reviewer within the period the specification states
- Every certificate, schedule and test record referenced on this sheet filed with the handover and O&M record, with this sheet

AS-INSTALLED MARK-UP REF / DATE

CERTIFICATES AND RECORDS FILED (REFS)

Practice
Spec
Spec

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

9 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?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.