

CAVITY BARRIERS AND FIRE-STOPPING IN VOIDS — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Cavity barriers in ceiling, floor, roof and wall voids; linear gap seals at partition heads and edges - every barrier located to the fire... KD-QA-FP-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	VOID / COMPARTMENT LINE	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

FIRE STRATEGY / CAVITY BARRIER LAYOUT DRAWING AND REV	VOID TYPE AND DEPTH (MM)	BARRIER RATING REQUIRED (MINUTES, INTEGRITY / INSULATION)
BARRIER / SEAL SYSTEMS SPECIFIED BY LOCATION	TESTED-DETAIL REFS ON SITE	INSTALLER'S THIRD-PARTY CERTIFICATION SC...

3. Materials and tested details on site HOLD POINT

Every barrier and seal product matches the specified system for its location; tested-detail on site for the void depth, substrate pair and orientation it is used in	TDS · BS EN 1366-4
Open-state (ventilated) cavity barriers used only where the specification calls for a ventilated cavity, and closed-state everywhere else; the two never mixed on one line	Spec · TDS
Batch numbers and shelf life recorded; barriers stored dry and undamaged — a crushed barrier is not the tested size	TDS
Installer's third-party certification scheme registration current and recorded in section 2	Spec
BATCH NUMBERS (PER PRODUCT)	TESTED-DETAIL REFS VS CONFIGURATIONS ON THIS SHEET

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. Void survey and set-out — before any barrier HOLD POINT

Every barrier location on the fire strategy drawing marked in the void — compartment lines, above every fire-rated partition to the soffit, around every opening, at floor and roof junctions and at the maximum spacing the strategy states	Approved Document B	
Void depth measured at every barrier line; within the tested range of the specified barrier; where deeper, the engineer's or manufacturer's detail for that depth is on site	TDS	
Services crossing each barrier line listed — each will be sealed through the barrier to a tested detail and recorded on KD-QA-FP-001 or a line below	BS EN 1366-3	
Substrates on both sides of the barrier line sound and complete — the barrier has something tested to fix to at top, bottom and ends	TDS	
BARRIER LINES ON THIS SHEET (NUMBER / DRAWING REFS)	VOID DEPTH READINGS (MM) PER LINE	SET-OUT ACCEPTED 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

5. Barrier installation — continuous, fixed and closed

HOLD POINT

- Barrier size matches the void depth with the compression or oversize the tested detail states; no gaps at the top, bottom or ends; joints between lengths butted tight or lapped as the detail states TDS · BS EN 1366-4
- Fixings and hangers at the spacing and of the type the tested detail states; barriers hung from the structure, not from the ceiling grid or from services TDS
- Corners and junctions between barrier lines continuous — no unfilled corner where two lines meet; changes in void depth stepped with the tested detail ASFP
- Every service crossing sealed through the barrier to its tested detail, labelled and photographed; cable tray fill within the detail's limit BS EN 1366-3 · TDS
- Linear gaps at partition heads and deflection heads sealed with the specified linear-joint system to the depth and backing the detail states; movement allowance retained BS EN 1366-4 · TDS
- Every barrier line photographed end to end before closing, with a label at each end and at every service crossing; photo refs and label numbers recorded below BSA 2022 · ASFP

LABEL NUMBERS (BY LINE)				PHOTO REFS (BY LINE)		FIXING TYPE AND SPACING USED	
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. HOLD before closing — no ceiling tile, board or cladding panel until released

HOLD POINT

- Reviewer has walked every barrier line in this void against the drawing; every line complete, continuous and photographed Practice
- Every service crossing recorded with a tested-detail reference, label number and photo; nothing sealed by an untested product or by foam BS EN 1366-3 · ASFP
- Nothing has been cut or disturbed since installation; where a following trade has cut a barrier, the repair is to the tested detail and recorded as a new line Practice
- Continuation sheets referenced where the void has more lines than this sheet holds Practice

BARRIER LINES COMPLETE (NUMBER)		CONTINUATION SHEET REFS		REVIEWER'S WALK — DATE / TIME			
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. Golden-thread record — this sheet and its evidence filed against the location

HOLD POINT

- This sheet, every photo it references and the tested-detail documents it names are filed together against the block, level and area in section 1 — retrievable by location, not by date BSA 2022
- The as-built drawing marked up with every item on this sheet and its label number; the marked-up drawing reference recorded below Drawing
- Where the building is a higher-risk building, the record is in the form and location the golden thread requires and the reviewer has confirmed it is there BSA 2022
- Copy of the completed sheet handed to the person compiling the fire safety information for the responsible person at completion Building Regulations

FILE / FOLDER REFERENCE		MARKED-UP AS-BUILT DRAWING REF AND REV		FILED 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

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 / DATE...	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.