

CEILING GRID — LEVEL AND HANGERS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Suspended ceiling grid · set-out, hangers, main and cross runners, perimeter trim, bulkheads, level · one sheet per room

KD-QA-CE-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	ROOM / ZONE / AREA	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

CEILING SYSTEM AND TILE MODULE	REFLECTED CEILING PLAN AND REVISION	FINISHED CEILING HEIGHT (MM) FROM FFL
HANGER TYPE AND CENTRES SPECIFIED (MM)	PERIMETER DISTANCE TO FIRST HANGER (MM)	LEVEL TOLERANCE SPECIFIED

3. Set-out and materials

CHECK & RECORD

Void close-out released on KD-QA-CE-001 before any grid goes in — reference recorded	Practice
Grid set out from the reflected ceiling plan — centred on the room or as drawn so perimeter tiles are equal and not less than half a tile; luminaire and grille positions checked against the plan	Drawing
System components and the declared performance match the specification; batch numbers recorded	BS EN 13964 · TDS
KD-QA-CE-001 REFERENCE	PERIMETER TILE WIDTH (MM) EACH SIDE

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

4. Hangers and main runners

HOLD POINT

Hangers fixed to the structure with the anchor the data sheet gives for that substrate — never to services, ductwork or the deck profile unless the data sheet allows it	TDS					
Hanger centres along the main runner and between runners measured on three bays and within the data-sheet figure (1200 mm typical); first hanger within the perimeter distance in section 2	TDS · BS EN 13964					
Extra hangers at every luminaire, grille and access panel and either side of any break in the grid	TDS					
Hangers plumb — angled hangers or bracing only where the data sheet shows them; no kinked or spliced wires	TDS					
HANGER CENTRES MEASURED (THREE BAYS)	FIRST HANGER FROM WALL (MM)					
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. Perimeter, cross runners and bulkheads

CHECK & RECORD

Perimeter trim fixed level at the centres the data sheet gives (450 mm typical), mitred or capped at corners; gap to the wall closed	TDS
Cross runners locked into the mains; grid square — diagonals equal within 3 mm over a 3 m bay; runners straight	BS EN 13964 · TDS
Bulkheads and changes of level framed and supported independently of the grid where the detail requires it; junctions sealed where the acoustic or fire detail needs it	Drawing
Movement joints in the grid where the drawing or data sheet requires them	Drawing · TDS

DIAGONAL CHECK (MM DIFFERENCE)

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Level — before tiles

HOLD POINT

Grid level checked with a laser at every corner and mid-span of each bay — within the tolerance in section 2; readings recorded	Spec · TDS
Finished ceiling height matches the drawing within 5 mm; heights recorded at four points	Drawing
Photographed before tiles with the room reference in shot	Practice

LEVEL READINGS (FOUR CORNERS / WORST)

HEIGHT MEASURED (MM)

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.