

CEILING TILES AND ACCESS PANELS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Tiles, planks and panels · fit, edge detail, cleanliness, access panels, luminaires, grilles and detectors · one sheet per room KD-QA-CE-003 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

TILE / PANEL TYPE, EDGE AND MODULE	ACCESS PANELS SPECIFIED (POSITIONS / COUNT)	CEILING SERVICES (COUNT)
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3. Tiles and panels

CHECK & RECORD

Grid released on KD-QA-CE-002 — reference recorded	Practice
Tiles the type, edge detail and batch in section 2; all from one batch per room; no colour variation viewed from the floor in the room's normal lighting	Spec · TDS
Tiles seated fully, no lipping at the tegular edge; cut perimeter tiles cut square with the cut edge painted or edged where the specification requires it	TDS
No marked, dented, soiled or fingerprinted tiles; installers wearing clean gloves where the data sheet requires it	TDS
Hold-down clips fitted where the specification, the fire rating or the air-pressure regime requires them	Spec
BATCH NUMBERS	KD-QA-CE-002 REFERENCE

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

4. Integration with services

CHECK & RECORD

Luminaires, grilles, detectors, sprinkler heads and speakers positioned to the reflected ceiling plan — centred in the tile where drawn; deviations recorded	Drawing
Luminaires and heavy fittings supported independently or on the grid only as the ceiling data sheet allows; extra hangers at each	TDS
Cut-outs for fittings neat and no more than 3 mm oversize; tiles round fittings not cracked	TDS
Sprinkler heads and detectors sit at the height and clearance the fire strategy requires; escutcheons fitted	Spec
FITTINGS OFF POSITION (COUNT / WORST MM)	

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

5. Access panels and final check

HOLD POINT

- | | |
|--|----------|
| Every access point on the KD-QA-CE-001 list has an access panel or a liftable tile beneath it — walked and counted; panels labelled where the specification requires | Practice |
| Access panels the type specified, hinged or lift-out as scheduled, opening freely and closing flush | Spec |
| Whole ceiling viewed from the floor under the room's own lighting — no sagging tiles, gaps, lipping or visible grid misalignment | Spec |
| Void re-checked through the panels for debris left by later trades | Practice |

ACCESS PANELS FITTED / LISTED

VIEWED UNDER ROOM LIGHTING (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. 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 | Practice |
| Area clean; finished surfaces protected where the next trade could damage them; spare tiles or panels from the same batch handed over as the specification requires | Practice |
| Photographs of every covered-up element on this sheet filed against the photo references before the void or floor is closed | Practice |
| Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed | Practice |

HANDED TO (TRADE / NAME / DATE)

KD-QA-SYS-009 REFERENCE

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE _____

HOI D 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.

[illegible]

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QUALITY — ONE PER AREA

continued

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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.