

CEILING VOID CLOSE-OUT — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Services, fire-stopping, cavity barriers, acoustic barriers and insulation in the ceiling void - the hold everybody forgets — before til... KD-QA-CE-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	ROOM / ZONE REFERENCE	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 AND SERVICES DRAWINGS AND REVISIONS	FIRE-RATED ELEMENTS IN OR BOUNDING THE VOID	SERVICES IN THE VOID
CAVITY / ACOUSTIC BARRIERS SPECIFIED (POSITIONS)	INSULATION IN THE VOID SPECIFIED	FIRE-STOP REGISTER REFERENCE

3. Services complete — the M&E sign-off

HOLD POINT

Every service in the void is installed, tested and signed off by the M&E contractor — pressure tests, duct leakage, electrical continuity and insulation resistance as applicable; references recorded	Spec	
Ductwork, pipework and trays supported from the structure at the centres the M&E specification gives — nothing hung from the ceiling grid or hangers	Spec · TDS	
Insulation and vapour barriers on pipes and ducts complete and sealed; no bare sections; valves and dampers accessible from below	Spec	
Fire dampers installed at compartment lines, fixed to the tested detail and their test record referenced	Approved Document B	
Every service that will need access from below (valves, dampers, VCUs, junction boxes, cleaning eyes) listed with its position so the access panels on KD-QA-CE-003 land in the right place	Practice	
TEST RECORD REFERENCES	M&E SIGN-OFF (NAME / DATE)	ACCESS POINTS LISTED (COUNT)

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. Fire-stopping and cavity barriers in the void

HOLD POINT

Every fire-rated wall in section 2 carried to the soffit and its head sealed on KD-QA-DL-005 — walked and counted; the register count for the room matches	BS EN 1366	
Cavity barriers across the void at the positions the drawing shows, fixed and sealed to the tested detail for that barrier and void depth	Approved Document B	
Every penetration through a rated wall or barrier in the void sealed with the tested product for that service; no open sleeves	BS EN 1366	
Where the ceiling itself is the rated element, the tile, grid, hanger and light fitting hoods match the ceiling's fire test evidence; no unrated substitutions	BS 9999 · TDS	
Each seal and barrier photographed with the room reference and register number in shot	Practice	
RATED WALLS SEALED AT HEAD / TOTAL	CAVITY BARRIERS FITTED / SCHEDULED	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		

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5. Acoustic barriers and insulation

CHECK & RECORD

- Acoustic barrier or upstand above every partition that needs one, continuous to the soffit and sealed round every service crossing
- Insulation laid or fixed where the drawing shows it — thickness measured and recorded; no gaps at hangers, luminaires or edges; not compressed by services

Approved Document E

Spec - TDS

- Acoustic pads or hoods over light fittings where the specification requires them

Spec

INSULATION THICKNESS MEASURED (MM) ACOUSTIC BARRIERS COMPLETE / SCHEDULED

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Labelling and the golden-thread record

CHECK & RECORD

- Fire-stopping register lines for this room complete with photo references and installer
- Damper and valve positions marked on a copy of the ceiling plan for the O&M manual

Building Safety Act 2022

Practice

MARKED-UP CEILING PLAN REFERENCE

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Void released for closing

HOLD POINT

- Reviewer walked the void with the M&E sign-off and the fire-stopping register in hand — nothing open, nothing hung from the grid, void clear of debris and offcuts

BS 9999

- Release recorded on KD-QA-SYS-002 before tiles or boards close the void; the ceiling contractor told in writing

Practice

KD-QA-SYS-002 LINE CEILING CONTRACTOR TOLD (NAME / 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. 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
- 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
- Photographs of every covered-up element on this sheet filed against the photo references before the void or floor is closed
- Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed

Practice

Practice

Practice

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

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

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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 / DATE...	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)

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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.