

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 / PLANT ITEM	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

EQUIPMENT ON THIS SHEET (SCHEDULE REF)	SERVICES REQUIRED — POWER, WATER, GAS, DRAINAGE, EXTRACT (PO...	REFRIGERANT TYPE AND CHARGE (...)
DESIGN CONDITIONS TO BE ACHIEVED	MANUFACTURER'S COMMISSIONING REQUIREMENT AND ATTE...	GAS APPLIANCES — INSTALLER'S REGISTRATI...

3. Before installation — room and services accepted

HOLD POINT

Floor level, sealed and falling to the drain where the drawing shows; drainage positions, traps and falls at the data-sheet positions	Drawing · TDS
Power, water, gas and extract terminations at the positions in section 2, tested on their own KD-QA sheets (references recorded)	Spec
Kitchen extract canopy and ductwork installed, sealed and access-cleanable before the appliances go under it	Spec · BESA DW/144
SERVICE TEST SHEET REFS (EL / ME / GAS)	

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

Cold room panels plumb, joints sealed with the specified sealant, floor and wall junctions covered; door seals continuous and the door closes and latches against the seal; pressure relief port fitted	TDS · Spec
Refrigerant pipework insulated to the data sheet, leak-tested, and the charge recorded on the F-Gas log with the installer's F-Gas certificate reference	F-Gas · TDS
Catering equipment level, sealed to walls and floor for cleaning, on the specified flexible connections with isolators reachable	TDS · Spec
Condensate drains trapped and run to a visible discharge; defrost drains heated where the data sheet requires	TDS
F-GAS LOG REF / CHARGE (KG)	

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

5. Manufacturer's commissioning — witnessed

WITNESS

- ☐ Commissioning by the person named in section 2 to the manufacturer's procedure — room temperature achieved and pull-down time recorded against the design conditions; alarm, defrost and door-open cycles proved
- ☐ Gas appliances commissioned by the registered installer with the readings recorded on KD-QA-ME-010
- ☐ Extract rates at canopies measured against the design values and recorded
- TDS · Spec
- GSiUR 1998
- Spec · BS EN 12599

TEMPERATURE ACHIEVED (°C) / PULL-DOWN (MIN)

COMMISSIONING REPORT REF

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. Certificates and handover

HOLD POINT

- ☐ Commissioning report, F-Gas log, gas certificate, warranty registration and operating instructions handed over; client's operator trained on the equipment and the training recorded
- ☐ Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Spec · F-Gas
- Practice

TRAINING GIVEN TO (NAMES) / 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

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.