

COMMISSIONING AND BALANCING — WITNESS — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Air and water systems regulated to design and witnessed · readiness proved, every terminal measured, plant duties recorded against design · KD-QA-ME-011 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	SYSTEM	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

SYSTEM	DESIGN VALUES — FLOWS, PRESSURES, TEMPERATURES (SCHEDULE REF)	TOLERANCES SPECIFIED
INSTRUMENTS AND CALIBRATION CERTIFICATE REFS	WITNESS (NAME / ORGANISATION)	COMMISSIONING CODE APPLIED

3. Readiness — before any regulation

HOLD POINT

KD-QA-CX-001 readiness sheet closed for this system — installation complete, pressure and leakage tests passed, pipework cleaned to BSRIA BG 29/2021, filters clean, permanent power on	CIBSE Code M
Ceilings, doors and windows in the served areas closed and the building in its normal condition; access to every terminal and regulating device available	BSRIA BG 49/2015
Controls operational in manual, so the commissioning engineer holds the plant at the conditions the code requires	CIBSE Code M
KD-QA-CX-001 REF	

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. Regulation and proportional balancing — witnessed

WITNESS

System balanced by the proportional method in the code named in section 2; every terminal, branch and main measured, and every reading within the tolerance in section 2 of the design value	BSRIA BG 49/2015					
Air measurements by the traverse and instrument methods in BS EN 12599; water flows read on the commissioning sets by the method the code gives	BS EN 12599					
Every regulating device locked and its position marked and recorded; commissioning valves and dampers left with their setting visible	BSRIA BG 2/2010					
Results recorded per terminal on the commissioning sheets with design, measured and percentage — the sheet references recorded below	Spec					
COMMISSIONING RESULT SHEET REFS	WORST TERMINAL — % OF DESIGN					
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			

5. Plant performance — witnessed

WITNESS

- Fan and pump duties measured at the balanced condition — flow, pressure, speed and running current against the design and the data sheet; motor current not above the nameplate
- Spec · TDS
- Heat exchangers, coils and boilers achieving the design temperature difference at design flow; refrigeration plant commissioned to CIBSE Commissioning Code R with the manufacturer's report referenced
- CIBSE Codes B and R
- MEASURED DUTY (FLOW / PRESSURE / CURRENT)

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. Controls, safeties and interlocks

WITNESS

- Every safety device and interlock proved by operating it — high limit, low water, frost, pressure and flow switches, fire alarm shutdown — with the action seen at the plant
- Spec · CIBSE Code M
- Set points match the schedule; the system runs automatically for the period the specification states with no alarm before witness sign-off
- Spec
- SAFETIES PROVED (LIST)

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

7. Witness sign-off and records

HOLD POINT

- Results signed by the commissioning engineer and the witness; deviations from design listed with the agreed action; commissioning certificate issued per system
- CIBSE Code M · Spec
- Commissioning notice for fixed building services prepared for the building control body as the Building Regulations require — reference recorded
- Approved Document L
- COMMISSIONING CERTIFICATE REF
- BUILDING REGULATIONS COMMISSIONING NOTICE REF

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. Records, 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
- As-installed drawing for this area marked up and handed to the reviewer within the period the specification states
- Spec
- Every test certificate and record referenced on this sheet filed with the handover and O&M record, with this sheet
- Spec
- AS-INSTALLED MARK-UP REF / DATE
- CERTIFICATES AND RECORDS FILED (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

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)

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.