

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 / BUILDING	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

SYSTEMS COVERED BY THIS SHEET	COMMISSIONING PROGRAMME AND METHOD STATEMENT REFS
COMMISSIONING MANAGER (NAME / ORGANISATION)	INSTRUMENT LIST AND CALIBRATION CERTIFICATE REFS
	WITNESS NOTIFICATION — KD-QA-SYS-003 REF

3. Systems complete and tested HOLD POINT

Every system on this sheet installed to its own KD-QA sheets with every hold point released — sheet references recorded; no system enters commissioning with an open hold point CIBSE Code M

Pressure tests (KD-QA-ME-002), ductwork leakage tests (KD-QA-ME-005), pre-commission cleaning to BSRIA BG 29/2021 and insulation complete — certificate references recorded per system BSRIA BG 29 · Spec

Regulating valves, dampers, commissioning sets and test points at the drawing positions and accessible; filters clean and the spare set on site BSRIA BG 49/2015

INSTALLATION SHEET REFS (PER SYSTEM)	TEST AND CLEANING CERTIFICATE 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

4. Power, water, gas and drainage live HOLD POINT

Permanent power energised and tested on KD-QA-EL-004 for every board serving the systems — no commissioning on temporary supplies unless the specification allows it BS 7671 · Spec

Permanent water flushed, disinfected and certified on KD-QA-ME-009; gas commissioned on KD-QA-ME-010; drainage tested on KD-QA-ME-008 — references recorded Spec

Controls installed and point-to-point tested on KD-QA-BC-001 so the plant can be held at the conditions the codes require CIBSE Code C

KD-QA-EL-004 / ME-009 / ME-010 / BC-001 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

5. Building condition

CHECK & RECORD

Ceilings, doors, windows, floors and the envelope complete in the areas served — an air system cannot be balanced in an open building

BSRIA BG 49/2015

Areas clean, plant rooms clear of stored materials, permanent lighting on, access to every terminal and device without another trade's work in the way

CIBSE Code M

AREAS NOT YET CLOSED (LIST)

RESULT Pass Fail N/A

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Programme, instruments and people

CHECK & RECORD

Commissioning programme and method statements in section 2 issued and agreed; the sequence follows the codes — cleaning, then water, then air, then controls, then integrated

CIBSE Code M

Every instrument on the list in section 2 calibrated within the period the specification states with its certificate on site; commissioning engineers named with their competence records; witness dates notified on KD-QA-SYS-003

CIBSE Code M - Spec

COMMISSIONING ENGINEERS NAMED

RESULT ■ Pass ■ Fail ■ N/A

NCR REF IF FAIL	PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Release to commissioning

HOLD POINT

Every point above closed; the reviewer releases the systems on this sheet to commissioning — the release date recorded is the date the commissioning programme starts

Practice

RELEASED BY (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 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]

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 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.