

COMPARTMENT LINE WALK BEFORE CEILINGS CLOSE — LATE PENETRATIONS A... QUALITY — ONE PER AREA

The reviewer's walk along every compartment wall and floor after the last trade has finished above the ceiling — late penetrations... KD-QA-FP-007 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	COMPARTMENT LINE / FLOOR	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 / COMPARTMENT PLAN AND REV	COMPARTMENT LINES ON THIS SHEET (DRAWING REFS / LENGTH M)	EARLIER FP-001 / 002 / 003 SHEET REFS
TRADES WHO WORKED IN THE VOID AFTER THOSE SHEETS WERE RELEASED	DATE ALL TRADES CONFIRMED COMPLETE	CEILING TYPE CLOSING THE VOID

3. Ready for the walk CHECK & RECORD

Every trade in section 2 has confirmed in writing that its work above the ceiling is complete; no further penetrations are planned Practice

Void lit and accessible along the full length of every line; the earlier sheets and their counts in the reviewer's hand Practice

TRADE CONFIRMATIONS REFS / DATES

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

4. The walk — every line end to end HOLD POINT

Every seal, barrier and damper on the earlier sheets found in place, undamaged and labelled; the count of penetrations on each line matches the earlier sheet's total Practice · ASFP

Every new penetration since the earlier sheets was released — listed below with a label number, sealed to a tested detail and recorded as a new KD-QA-FP-001 line BS EN 1366-3 · BSA 2022

Cavity barriers cut or displaced by a following trade repaired to the tested detail and recorded as a new KD-QA-FP-002 line; foam or filler with no tested detail for that location is removed and replaced TDS · ASFP

Services resting on or hung from barriers or seals re-supported from the structure; damper access panels still reachable Practice

NEW PENETRATIONS FOUND (NUMBER / LABEL REFS)	DAMAGED OR CUT ITEMS FOUND AND REPAIRED (LIST)					
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. Element condition

HOLD POINT

- Unfilled holes, chases and missing board layers in the compartment wall above the ceiling made good with the specified materials to Building Regulations - Practice the full thickness
- Where the ceiling itself is part of the fire-rated construction — the board type, layers, fixings and access hatches match the tested Approved Document B - TDS build-up and the hatches are the rated type

ELEMENT DEFECTS FOUND AND MADE GOOD

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. Release to close the ceiling

HOLD POINT

- Every line in section 2 walked, every new or damaged item on this sheet closed and photographed; the ceiling contractor told in writing which lines are released Practice
- Every photograph and label number on this sheet referenced in the photo log; totals updated on the earlier sheets or the continuation sheet BSA 2022

LINES RELEASED (REFS) / DATE	CEILING CONTRACTOR NOTIFIED — NAME / DATE
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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. Golden-thread record — this sheet and its evidence filed against the location

HOLD POINT

- This sheet, every photo it references and the tested-detail documents it names are filed together against the block, level and area in section 1 — retrievable by location, not by date BSA 2022
- The as-built drawing marked up with every item on this sheet and its label number; the marked-up drawing reference recorded below Drawing
- Where the building is a higher-risk building, the record is in the form and location the golden thread requires and the reviewer has confirmed it is there BSA 2022
- Copy of the completed sheet handed to the person compiling the fire safety information for the responsible person at completion Building Regulations

FILE / FOLDER REFERENCE	MARKED-UP AS-BUILT DRAWING REF AND REV	FILED BY / DATE
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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.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.