

CONTAINMENT — TRAYS, TRUNKING, CONDUIT, SUPPORTS AND FIRE-STOPPING...QUALITY — ONE PER AREA

Cable containment before ceilings close and before cabling · route to drawing, support spacing measured, segregation, penetratio...KD-QA-EL-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	RISER / ZONE / ROOM	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

CONTAINMENT TYPES AND SIZES SPECIFIED (SCHEDULE REF)	SUPPORT SPACING SPECIFIED BY TYPE (M)	FIXING TYPE INTO STRUCTURE SPECIFIED
SEGREGATION SPECIFIED — SERVICES AND DISTANCES	FIRE-STOPPING DETAIL AT PENETRATIONS (TESTED S...	CONTAINMENT EARTHING REQUIREMENT

3. Materials and equipment on site

HOLD POINT

Every item matches the specification and the schedule in section 2 — type, size, rating and standard marking; substitutions recorded on KD-QA-SYS-005	Spec
Cables carry the construction-products fire classification the specification names, the standard number and the size on the sheath; drum numbers recorded	Spec · TDS
Data sheets and installation instructions on site; equipment stored dry and undamaged; cable drums on their edges under cover	TDS
DELIVERY NOTE / GRN REFS	SUBSTITUTIONS RECORDED ON KD-QA-SYS-005 (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. Route and set-out against the drawing

CHECK & RECORD

Route, levels and sizes match the drawing revision in section 1; every deviation recorded on the mark-up and agreed before other trades build around it	Drawing
Clearances to hot pipework, gas pipework, water services and other containment not less than the specification's minimum; containment not sharing supports with other services	Spec
Space for the specified fill — no route where the cables on the schedule would exceed the fill factor in the specification	Spec · BS 7671
DEVIATIONS FROM DRAWING (MARK-UP REF)	

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

5. Fixing and supports

HOLD POINT

- ☐ Support spacing measured — the largest gap on this sheet recorded and not greater than the value in section 2 for that type and size Spec · TDS
- ☐ Fixings of the type in section 2 into the structure — none into ceiling grids, ductwork, pipework or plasterboard alone; fixings pull-tested where the specification requires and the result recorded Spec
- ☐ Containment supports in escape routes non-combustible, so cables cannot fall on a firefighter — as BS 7671 requires and the drawing shows Approved Document B
- ☐ Expansion couplers and earth-continuity links where containment crosses movement joints; vertical runs supported at the top and at the specified centres Spec · TDS

LARGEST SUPPORT GAP FOUND (M) / TYPE PULL-TEST RESULT (KN) / POSITIONS

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. Conduit and trunking workmanship

CHECK & RECORD

- ☐ Bends of the specified radius with no ripples; ends reamed and bushed; no burrs or sharp edges anywhere a cable will pass BS 7671 · Spec
- ☐ Draw-in boxes at the positions and intervals the specification allows; trunking lids fitted; cut edges of galvanised containment treated with the specified coating Spec
- ☐ Conduit and trunking continuous, mechanically and electrically, at every joint; couplers tight; no open ends left unsealed BS 7671

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

SUB SELF-CHECK — INITIALS DATE

7. Segregation

CHECK & RECORD

- ☐ Band I (ELV, data, fire alarm, controls) and Band II (LV) circuits separated by the barrier or distance in section 2; a shared trunking has the specified compartments BS 7671 · Spec
- ☐ Fire alarm and life-safety containment separate from other services as BS 5839-1 and BS 8519 require and as the drawing shows BS 5839-1 · BS 8519

SEGREGATION METHOD USED

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

SUB SELF-CHECK — INITIALS DATE

8. Fire-stopping at penetrations — before covering

HOLD POINT

- Every penetration of a fire-rated element listed on this sheet with its position and the tested system in section 2 — sleeved or framed with the gap that system requires, gap measured
- Fire-stopping installed after cabling to the tested detail, labelled with the system and the date, photographed, and entered on the KD-QA-FP penetration record referenced below
- Where cabling follows later, the penetration left ready and its position recorded so it is fire-stopped before the ceiling closes, not found afterwards

Spec

Approved Document B

Practice

PENETRATIONS ON THIS SHEET — STOPPED / TOTAL		KD-QA-FP RECORD REF	PHOTO REFS (EVERY PENETRATION)	
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. Earthing and ready to close — reviewer release

HOLD POINT

- Earth continuity of metallic containment measured between the furthest point and the main earthing terminal — reading (Ω) recorded and within the value the specification states
- Every item above closed; route photographed before the ceiling or riser closes

BS 7671 · IET GN3

Practice

CONTINUITY READING (Ω) / POINTS		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

10. 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
- As-installed drawing for this area marked up and handed to the reviewer within the period the specification states
- Every certificate, schedule and test record referenced on this sheet filed with the handover and O&M record, with this sheet

Practice

Spec

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

11 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?

12 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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.