

CRITICAL VENTILATION ISOLATION AND REINSTATEMENT RECORD

RECORD — ESTATES FILE

Theatres, isolation rooms, aseptic suites — the Authorised Person (Ventilation) takes the system out and puts it back, with the...

KD-HTM-CV-004 Rev A0

HTM 03-01 Part B names the ventilation systems whose failure puts a patient at direct risk — operating theatres and their ultra-clean canopies, isolation rooms, pharmacy aseptic suites, critical care, certain laboratories — as critical, and puts them under an Authorised Person (Ventilation) with an Authorising Engineer behind them. A contractor does not switch one off: the AP(V) isolates it on this record with the department's written agreement, and nothing returns to clinical use until the pressure regime, the air changes and the filters have been shown to be what the area needs, written in from the system's validation record and not from a template. Mechanical isolation of the plant itself is the lock-off certificate (KD-PTW-MI-029); the clean-room test sheet is KD-QA-MG-003; this record is the clinical and estates control around both.

1 IDENTIFICATION

PROJECT / WORKS REF	PREMISES	DATE	RECORD NO.	AUTHORISED PERSON (V)

2 THE SYSTEM AND THE AREA IT SERVES

SYSTEM / AHU REFERENCE	AREA SERVED	LAST VALIDATION (DATE, REF)

Operating theatre — conventional

Operating theatre — ultra-clean canopy

Isolation room — negative pressure

Isolation room — positive pressure / PPVL

Pharmacy aseptic suite

Critical care

Laboratory / containment

Other critical system (state)

VALIDATED PRESSURE REGIME	VALIDATED AIR CHANGE RATE	FILTER GRADES	VALIDATED TEMPERATURE / HUMIDITY

3 REASON AND SCOPE

WHY THE SYSTEM IS BEING ISOLATED AND WHAT WORK IS DONE

CONTRACTOR	PLANNED ISOLATION FROM	PLANNED RETURN	LOCK-OFF CERTIFICATE REF

4 CLINICAL AGREEMENT — BEFORE ISOLATION

DEPARTMENT / THEATRE MANAGER	WINDOW AGREED	SESSIONS CANCELLED OR RELOCATED; PATIENTS MOVED

The area is vacated of patients and will not be used for clinical activity while the system is out

Infection prevention and control team informed of the isolation and the works (KD-HTM-IC-006 reference below)

Adjacent rooms whose pressure depends on this system identified and their users told

The department's agreement:

ICRA / PERMIT REF	DEPARTMENT MANAGER SIGNATURE	DATE / TIME

5 ISOLATION — AUTHORISED PERSON (VENTILATION)

ITEM — FAN / AHU / DAMPER / CONTROL	ACTION TAKEN	LOCK / TAG / BMS INHIBIT	BY / TIME

- BMS alarm inhibited and the inhibit recorded with a restore date

Fire dampers and smoke control left in service, or their isolation permitted separately
- Area signed OUT OF USE at every entrance

Pressure cascade of adjacent rooms checked after isolation

6 REINSTATEMENT — BEFORE RETURN

- Filters inspected; any disturbed or replaced terminal filter leak-tested in place and the result recorded below
- Dampers returned to their commissioned positions; ductwork opened by the works cleaned and closed; access panels sealed
- Controls, BMS and alarms restored and tested; inhibit removed
- System run for the settling period the AP(V) sets before measurement — write it in below
- Significant alteration to the system: the Authorising Engineer (Ventilation) consulted on revalidation

Measured on return — against the validated figures in section 2:

MEASURED PRESSURE REGIME	MEASURED AIR CHANGE RATE	FILTER INTEGRITY RESULT	SETTLING PERIOD RUN

MEASURED BY	REVALIDATION REQUIRED?	TEST RECORD REF

RESULTS AGAINST THE VALIDATED FIGURES — ANY SHORTFALL AND WHAT WAS DONE

7 SIGNATURES

Authorised Person (Ventilation) — the system is restored to its validated regime and may return to use:

PRINTED NAME	APPOINTED ROLE	COMPANY	SIGNATURE	DATE	TIME

Department manager — the area is accepted back into clinical use:

PRINTED NAME	APPOINTED ROLE	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.