

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	ZONE / COMMS 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

SYSTEMS ON THIS SHEET	CABLING CATEGORY AND SPECIFICATION	LINK TEST CRITERIA SPECIFIED
DOOR SCHEDULE — FAIL-SAFE / FAIL-SECURE PER DOOR (REF)	CAMERA SCHEDULE AND FIELD-OF-VIEW DRAW...	LABELLING SCHEME REF

3. Containment and cable installation

CHECK & RECORD

Separation from power cables at or above the distance BS EN 50174-2 and the specification require for the cable and containment type; distance measured and recorded BS EN 50174-2 · Spec

Pull tension and bending radius within the data-sheet limits; no crushed cables, no ties over-tightened; pathway fill within the specification limit BS EN 50174-2 · TDS

Cable routes and lengths within the maximum for the category; slack and service loops as the specification requires BS EN 50174-2

SEPARATION MEASURED (MM) / WHERE

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

4. Terminations, racks and labelling

CHECK & RECORD

Every outlet and patch panel terminated to the wiring scheme in the specification with the untwist and sheath-strip within the data-sheet limit; racks earthed to the telecommunications earth BS EN 50174-2

Every cable, outlet, patch panel port and rack labelled to the scheme in section 2 at both ends — labels match the record drawing Spec

OUTLETS LABELLED / TOTAL

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

SUB SELF-CHECK — INITIALS DATE

5. Cabling tests — every link

WITNESS

Every copper link tested with a calibrated tester (certificate reference recorded) to the criteria in section 2 — 100 % pass, results exported and filed BS EN 50174-2 · Spec

Every fibre link tested for loss against the budget in section 2 and, where the specification requires it, by OTDR — results filed Spec

TESTER REF / CALIBRATION LINKS TESTED / PASSED / RESULTS FILE REF

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. Security and access control — functional, witnessed

WITNESS

- Every controlled door proved in its scheduled state from section 2 — fail-safe doors release on power loss and on fire alarm as BS 7273-4 requires, fail-secure doors stay locked; request-to-exit and emergency release operate
- Door-forced and door-held-open alarms reach the head end within the specified time; credentials tested at every reader; audit log records the events
- Every camera's field of view matches the schedule drawing; recording at the specified frame rate and retention; playback tested; intruder alarm zones walk-tested and every detector shown on the panel

BS 7273-4 · Spec

Spec

Spec

DOORS PROVED / TOTAL

CAMERAS CHECKED / TOTAL

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. Handover

HOLD POINT

- Test results, as-fitted drawings, IP address schedule, user accounts and administrator credentials handed to the client's named person and the handover recorded; default passwords changed
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Spec

Practice

HANDED TO (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.

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	2026-08-29	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.