

DISTRIBUTION BOARDS AND SWITCHGEAR — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Boards, panels and switchgear from delivery to energisation · position and clearances, terminations torqued, circuit schedules an...

KD-QA-EL-003 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	BOARD / SWITCHROOM	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

BOARD REFERENCE AND LOCATION	RATING — IN, FAULT RATING, FORM, IP	CIRCUIT SCHEDULE REF AND REVISION
SUPPLY CABLE AND UPSTREAM PROTECTIVE DEVICE	EARTHING AND BONDING ARRANGEMENT	WORKING CLEARANCES SPECIFIED (MM)

3. Delivery and assembly

HOLD POINT

Board rating, form of separation, fault rating and IP rating match section 2 and the nameplate; the assembly manufacturer's verification certificate reference recorded

Spec · TDS

Protective devices of the type, rating and characteristic on the circuit schedule in every way — RCD type, SPD type, breaking capacity; no substitution not recorded on KD-QA-SYS-005

Spec · BS 7671

ASSEMBLY VERIFICATION CERTIFICATE 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. Position and mounting

CHECK & RECORD

Mounted at the drawing position and height, level, on the specified fixings; working clearance in front and at the sides measured and not less than section 2

Drawing · Spec

Not in a location BS 7671 excludes for the board type; switchroom door, lighting and ventilation as the drawing shows

BS 7671 · Drawing

Cable entries glanded and sealed to the IP rating; unused entries blanked; no open knockouts

BS 7671 · TDS

CLEARANCES MEASURED (MM)

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

5. Terminations and internal wiring

WITNESS

Every termination torqued to the data-sheet value and marked; incoming cable armour earthed; neutral and earth bars with one conductor per terminal unless the bar is rated for more

TDS · BS 7671

Circuit conductors in the order of the schedule; neutral and earth conductors identifiable to their circuit; spare ways blanked

BS 7671 · Spec

Main and supplementary bonding conductors connected, of the size on the schematic, and labelled with the safety electrical connection notice

BS 7671

TORQUE APPLIED (NM) — INCOMER / BUSBAR

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

6. Labelling and schedules

CHECK & RECORD

- ☐ Board identified with its reference; every circuit labelled at the device to the schedule; the schedule in section 2 fitted in the board in its final revision
- ☐ Warning and information notices fitted — isolation, RCD test, next inspection, mixed-colour where relevant, and any other BS 7671 requires for this board

BS 7671 · Spec

BS 7671

SCHEDULE IN BOARD (REV / DATE)

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

SUB SELF-CHECK — INITIALS DATE

7. Before energising — tests and permit

HOLD POINT

- ☐ Dead tests on KD-QA-EL-004 complete for the board and every circuit fed from it — schedule of test results referenced; insulation resistance and continuity within limits
- ☐ Supply isolated and locked off under the permit-to-work; earth fault loop impedance at the incomer (Ze) measured and within the design value
- ☐ Covers, shrouds and barriers fitted; no exposed live part when the door is open; keys and locks as the specification requires

BS 7671 · IET GN3

EAWR 1989 · IET GN3

BS 7671 · EAWR 1989

KD-QA-EL-004 SCHEDULE REF

ZE MEASURED (Ω) / DESIGN

PERMIT-TO-WORK 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

8. Energising and functional checks — witnessed

WITNESS

- ☐ Energised under permit by the named person; phase-to-phase and phase-to-neutral voltages and phase rotation recorded at the board
- ☐ Every RCD tested at the board with trip times recorded within the BS 7671 limits; SPD status indicator healthy; functional test of every device
- ☐ Load balanced across phases within the value the specification states — currents recorded per phase

EAWR 1989 · IET GN3

BS 7671 · IET GN3

Spec

VOLTAGES / ROTATION

SLOWEST RCD TRIP TIME (MS) / DEVICE

PHASE CURRENTS (A)

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

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

10 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?

11 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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.