

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	SYSTEM / 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

AIR SYSTEM AND ZONE	PRESSURE CLASS AND LEAKAGE CLASS SPECIFIED	SUPPORT SPACING AND TYPE SPECIFIED
FIRE AND SMOKE DAMPER SCHEDULE AND DRAWING REF	ACCESS DOOR POSITIONS SPECIFIED	FIRE-STOPPING DETAIL AT DAMPER PENETRAT...

3. Materials and fabrication

HOLD POINT

Sheet gauge, stiffening, cross-joints and longitudinal seams match the DW/144 class in section 2 for each duct size — checked on delivery against the fabricator's schedule	BESA DW/144
Sealant of the specified type on every joint at fabrication; flanges, cleats and gaskets to DW/144	BESA DW/144 · Spec
Ductwork delivered clean, ends capped, and stored capped — the cleanliness level in the specification is set at delivery, not at commissioning	BESA TR/19 · Spec
Every damper on the schedule delivered with its installation instructions and its classification marking	TDS

DELIVERY NOTE / GRN REFS	CLASS MARKED ON DUCTWORK (Y / N)					
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 supports

CHECK & RECORD

Route and levels match the drawing revision in section 1; deviations recorded on the mark-up	Drawing
Support spacing measured — largest gap recorded and not greater than the value in section 2; supports on the structure, not on ceiling grids, pipework or containment	BESA DW/144 · Spec
No damper, fan, coil or attenuator carrying the weight of ductwork — each supported independently on both sides	BESA DW/144 · TDS
Flexible connections at fans and AHUs of the specified length, not stretched, not twisted, and not used to make up misalignment	Spec

LARGEST SUPPORT GAP FOUND (M) / DUCT SIZE						
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

5. Joints and sealing

WITNESS

- Every site joint sealed with the specified sealant to the leakage class in section 2 before enclosure; bolts in every flange hole; no internal projections
- BESA DW/144
- Flexible ductwork limited to the length the specification allows, pulled taut, supported, and connected with the specified clamps — no crushed or kinked flex
- Spec · BESA DW/144
- Volume control dampers at the drawing positions with locking quadrants and position indicators; test holes at the positions the specification names
- Drawing · Spec

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. Fire and smoke dampers — installed to the tested detail

HOLD POINT

- Every damper installed within the thickness of the fire-rated element on its own frame or support, exactly as the manufacturer's tested installation detail shows — not hung on the duct
- BESA DW/145 · TDS
- Fire-stopping around every damper to the tested system in section 2, labelled and photographed before it is covered; the KD-QA-FP record referenced
- BESA DW/145 · Spec
- Breakaway or flexible joint on the duct side of every damper as the tested detail requires, so a collapsing duct does not pull the damper out of the wall
- BESA DW/145
- Every damper drop-tested (fusible link released or actuator driven) and reset before the ceiling closes — blade closes fully, no binding; result recorded per damper below
- BESA DW/145 · Spec
- Every damper labelled with its schedule reference, visible from its access door
- BESA DW/145

DAMPERS ON THIS SHEET — TESTED / TOTAL

DAMPERS FAILED AND REMEDIED (REFS)

FIRE-STOPPING RECORD 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

7. Access doors and test points

CHECK & RECORD

- Access door within reach on the upstream side of every fire and smoke damper and at every coil, filter, attenuator, in-duct heater and turning-vane set, as the specification requires
- BESA DW/144 · Spec
- Access doors sealed to the duct class, openable without removing other trades' work, and reachable from a ceiling access panel that will exist after the ceiling closes
- Spec

ACCESS DOORS FITTED / REQUIRED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

8. Ready to close — reviewer release

HOLD POINT

- Leakage test on KD-QA-ME-005 passed where the specification requires it before enclosure; certificate reference recorded
- Every damper tested and labelled, every access door fitted, every joint sealed; photographs of the run taken before the ceiling closes

Spec - BESA DW/143

Practice

LEAKAGE TEST CERTIFICATE REF

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

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

AS-INSTALLED MARK-UP REF / DATE

CERTIFICATES AND RECORDS FILED (REFS)

Practice

Spec

Spec

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.