

EV CHARGING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Electric vehicle charge points · network operator notified, earthing arrangement to BS 7671 for the supply type, protective devices...

KD-QA-EL-008 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	LOCATION / CAR PARK ZONE	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

CHARGE POINT SCHEDULE — TYPE, RATING, MODE	SUPPLY, PROTECTIVE DEVICES AND RCD TYPE SPECIFIED	EARTHING ARRANGEMENT AND OPEN-PEN PROTECTION
DISTRIBUTION NETWORK OPERATOR NOTIFICATION / CONSENT REF	LOCATION, IMPACT PROTECTION AND CABLE MANAGEMENT SPECIFIED	

3. Before installation — supply and earthing settled

HOLD POINT

Network operator notified of the load, or consent obtained where the design requires it — reference in section 2 recorded before any charge point is energised	IET EV CoP
Earthing arrangement for the charge points as the design and BS 7671 require for the supply type — open-PEN protection device or separate earth electrode in place and recorded	BS 7671 · IET EV CoP
Supply cable, protective devices and RCD type match section 2 on delivery	Spec
EARTHING METHOD INSTALLED	

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. Installation

CHECK & RECORD

Charge points at the drawing positions and height, on the specified fixings or plinths, with impact protection where the drawing shows it	Drawing					
Cable management, tethered lead length and socket orientation as the data sheet requires; IP rating maintained at every entry; isolator within reach and labelled	TDS · BS 7671					
CHARGE POINTS INSTALLED / ON SCHEDULE						
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE				

5. Testing — witnessed

WITNESS

BS 7671 dead and live tests recorded on KD-QA-EL-004 for every charge-point circuit — Zs within the design maximum; RCD of the type in section 2 tripping within the BS 7671 limits	BS 7671 · IET GN3					
Open-PEN protection device function tested by the manufacturer's method; earth electrode resistance recorded where TT	TDS · BS 7671					
KD-QA-EL-004 REF	SLOWEST RCD TRIP (MS) / EARTH ELECTRODE (Ω)					
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	

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6. Commissioning and handover

HOLD POINT

Every charge point commissioned with a vehicle or a load simulator — charge starts, runs at the rated current, and stops on request; back-office connection and load management proved where specified

TDS - Spec

Commissioning certificate, Electrical Installation Certificate and user instructions handed over; the client's operator shown the isolation and reset

Spec

CHARGE CURRENT ACHIEVED (A) PER UNIT

CERTIFICATE 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

7 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 / DATE...	OK?

8 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)

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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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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

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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.