

EXTERNAL WALL INSULATION — FIXINGS, FIRE BARRIERS AND BASE COAT — Q... QUALITY — ONE PER AREA

Tested system only; substrate, starter track, adhesive and fixings, fire barriers and base coat with mesh all proved BEFORE the t... KD-QA-RN-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	ELEVATION / SECTION	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

EWI DRAWINGS, FIRE BARRIER LAYOUT AND REVISION	EWI SYSTEM (CERTIFICATE REF / INSULATION TYPE / THICKNESS)	MECHANICAL FIXINGS (TYPE / LENGTH / NUMBER)
ADHESIVE COVERAGE METHOD (DATA SHEET)	FIRE BARRIERS (PRODUCT / POSITIONS FROM THE FIRE DRAWING)	FIXING PULL-OUT TEST REGIME (SPECIFICATION)

3. Materials on site

HOLD POINT

Render, beads, mesh, primers, insulation, adhesive and fixings are the products the specification and the system data sheet name — one system; the material approval on KD-QA-SYS-005 referenced Spec · TDS

Batch numbers recorded; within shelf life; bagged materials dry and off the ground; one batch of top coat per elevation TDS

BATCH NUMBERS	KD-QA-SYS-005 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. Substrate and set-out

HOLD POINT

Substrate is the one the system certificate qualifies, sound, flat within the data-sheet tolerance, clean and dry; existing render or paint tested for adhesion where the data sheet requires and the result recorded TDS

Fixing pull-out tests at the regime in section 2 done before general fixing with the results recorded and none below the stated load; the fixing type and length confirmed for the substrate found TDS · Spec

Services, vents, flues, meter boxes and window sills surveyed; extensions, sleeves and sill replacements the drawing shows procured before boards go on Drawing

PULL-OUT TEST RESULTS (COUNT / LOAD)	ADHESION TEST RESULT (EXISTING FINISHES)					
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

5. Starter track and base detail

HOLD POINT

Starter track of the profile in the system, fixed level at the height drawn above the DPC with the fixings and centres the data sheet states; the drip formed; insulation below DPC of the type drawn where the detail shows it Drawing · TDS

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

6. Adhesive and boards

HOLD POINT

Adhesive applied by the method in section 2 with at least the contact area stated — a board removed at the frequency the specification states shows it; boards butted tight with staggered joints, no adhesive in the joints, gaps filled with the foam or insulation the data sheet names

TDS

Boards flat and in plane — checked with a straightedge; rasped flush where needed before the base coat; board joints not aligned with the corners of openings (L-shaped boards at every opening corner)

TDS

BOARDS REMOVED / ADHESIVE CONTACT FOUND

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. Mechanical fixings

HOLD POINT

Fixings of the type, length and number per square metre in section 2 in the pattern the data sheet shows, with the extra edge and corner fixings for the wind zone on the drawing; heads flush with the board face — not over-driven, not proud

TDS · Drawing

Fixings photographed on every elevation before the base coat; references recorded

Practice

FIXINGS COUNTED PER M² (SAMPLE) / 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

8. Fire barriers — before the base coat

HOLD POINT

Barriers of the product and at every position in section 2 — around openings, at floor lines and compartment lines as the fire drawing shows — the full depth of the insulation, tight to the substrate and to the boards each side, fixed as the data sheet states

Approved Document B

The insulation and barriers together are the tested system in section 2 with no substitution; on a relevant building the products meet Building Regulations 2010 reg 7(2); every barrier photographed

Building Regulations 2010

PHOTO REFS — EVERY FIRE BARRIER

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. Beads, mesh and reinforcing base coat

HOLD POINT

Beads at every corner, edge and opening as the drawing; diagonal mesh strips at the corners of every opening; movement beads at the positions drawn

Drawing · TDS

Base coat applied at the thickness the data sheet states with the reinforcing mesh embedded in the outer third, laps at least the width stated, no dry mesh visible; thickness checked with a depth gauge and recorded

TDS · BS EN 13914

Cured for the data-sheet period before priming and the top coat; date recorded

TDS

BASE COAT THICKNESS READINGS (MM) / 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

15 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)

16 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

17 NOTES FOR THIS AREA

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

18 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.