

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	DOOR GROUP / FLOOR	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

DOOR AND IRONMONGERY SCHEDULE REF AND REV	DOORSET CERTIFICATE / ASSESSMENT REFS (LEAF AND FRAME)	FIRE RATING (MIN) AND SMOKE CONTROL
HARDWARE SET NUMBERS ON THIS SHEET	HOLD-OPEN / FREE-SWING DEVICES SPECIFIED AND THEIR ALARM INTERFACE	MASTER-KEY / ACCESS CONTROL SCHEDULE REF

3. Hardware evidence — before anything is fitted

HOLD POINT

- Every hinge, closer, lock, latch, panic device, flush bolt, selector and viewer has fire evidence for a doorset of this rating and type — inside the doorset certificate's scope or on the hardware's own assessment — and the reference is recorded against the set number
- BS EN 1634 · Spec
- Hinges of the number, grade and size the certificate states; closer of the power size the leaf weight and width need and within the evidence; nothing substituted for a like-for-like item without evidence for the substitute
- Spec · TDS
- Intumescent pads, liners and kits for each item of hardware on site and the ones the hardware evidence names; a lock or latch with no intumescent protection specified is queried before it is fitted
- TDS
- Hold-open and free-swing devices are the alarm-linked electromagnetic or acoustically triggered type the specification names — no wedges, hooks, chains or door stops
- Approved Document B · Spec

EVIDENCE REFS BY HARDWARE SET (LIST)	SUBSTITUTIONS AND THEIR EVIDENCE					
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. Fitting — hinges, closers and locks

HOLD POINT

- Hinges fitted with every screw hole used and the screws the data sheet names; intumescent pads behind each hinge blade where the evidence requires; no packing behind hinges
- TDS
- Lock and latch mortices cut no larger than the case with the intumescent liner or kit fitted as its data sheet shows; the keep let in with its own intumescent protection
- TDS
- Closer fitted to the template for the power size in section 2 at the position and on the face the evidence allows; arm and bracket the pattern the evidence shows; no redundant site-drilled holes left open
- TDS
- Flush bolts, selectors and coordinators on pairs fitted so the inactive leaf closes first and both leaves latch
- Spec · TDS
- Air-transfer grilles, letter plates and viewers only where the certificate allows them and of the tested type with their intumescent sleeve
- BS EN 1634 · TDS

INTUMESCENT PADS / KITS FITTED (LIST BY ITEM)	PHOTO REFS — HARDWARE BEFORE ARCHITRAVES AND PAINT					
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. Closing action and hold-open release

HOLD POINT

From fully open and from a hand's width open the door closes and latches under the closer alone against the smoke seal and latch resistance; tested on every leaf and the doors passing and failing recorded

Spec. TDS

Close speed, latching action and back-check adjusted so the door closes without slamming and without stopping short; delayed action set only where the specification asks for it

TDS

Hold-open and free-swing devices release on the fire alarm signal and on loss of power, and the door then closes and latches. S-7273-4 · Approved Document B
tested with the alarm engineer present and recorded

Panic and emergency exit hardware operates with one action from inside; the outside access device cannot hold the door locked against escape

Approved Document B

CLOSE-AND-LATCH TEST — DOORS PASSING / FAILING (NUMBERS) HOLD-OPEN RELEASE TEST — DATE / BY / RESULT

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 HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

6. Keys, finish and handover

CHECK & RECORD

Cylinders and keys as the master-key schedule; keys listed and handed over; readers and electric strikes the tested items and wired as the schedule

Spec

Fixings tight; finish undamaged; no paint on closers, seals or hinges; door signage as the schedule

Spec

Ironmongery schedule, evidence refs and this sheet in the handover file; every snag closed and re-checked by someone other than the person who fixed it

Practice

KEYS / FOBS HANDED OVER (LIST)

HANDOVER FILE REF

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

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.

[illegible]

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)

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

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.