

FIRE-RATED DUCTWORK AND FIRE DAMPERS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Fire dampers at compartment lines and fire-resisting ductwork · damper in the plane of the element, fire-stopped to the tested inst...

KD-QA-FP-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	COMPARTMENT LINE / RISER / PLANT AREA	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

DUCTWORK DRAWING / DAMPER SCHEDULE AND REV	DAMPERS ON THIS SHEET (NUMBER / TAGS)	ELEMENT RATING AT EACH DAMPER (MINUTES)
DAMPER TYPE AND CLASSIFICATION SPECIFIED	FIRE-RESISTING DUCT SYSTEM SPECIFIED (WHERE ANY)	TESTED INSTALLATION METHOD REFS ON SITE

3. Materials and tested installation on site

HOLD POINT

Every damper carries its product mark and classification and matches the schedule; the installation instructions for THIS element type and orientation are on site	BS EN 15650 · TDS
Fire-resisting ductwork is the specified system with its classification report on site, including the supports and penetration details the report covers	BS EN 1366-1 · TDS
Fire-stopping products around damper frames and duct penetrations are the ones the tested installation names — not a general sealant	TDS · BS EN 1366-2
Damper and duct installer's third-party certification scheme registration recorded where the specification requires it	Spec
DAMPER PRODUCT MARKS / CLASSIFICATIONS CHECKED (TAGS)	TESTED INSTALLATION 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

4. Damper installation — before fire-stopping

HOLD POINT

Damper installed within the thickness of the wall or floor, in the plane the tested installation requires; where remote from the element, only with the tested installation for that arrangement	BS EN 15650 · TDS
Damper frame supported independently of the ductwork; the duct does not carry the damper and the damper does not carry the duct; breakaway or expansion joint as the installation states	TDS
Aperture around the frame within the tested range; fire-stopped to the tested installation on both faces; label and photo per damper	BS EN 1366-2 · TDS
Access panel within reach of every damper, large enough to reach the blade, link and actuator; panel type fire-rated where the duct is	Spec · TDS
Actuated dampers wired and addressed to the cause-and-effect schedule; test switch or indication reachable	Spec · Drawing
DAMPERS INSTALLED AND FIRE-STOPPED (TAGS)	PHOTO REFS (PER TAG)

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. Damper test record — line 1

one line per damper; continuation sheet where more than three

CHECK & RECORD

Drop test — link released or actuator driven; blade closed fully and freely; reset; fire-stopping intact; access panel replaced; result recorded with the tag

BS EN 15650 · TDS

DAMPER TAG	LOCATION / ELEMENT	TYPE / CLASSIFICATION	TEST METHOD AND RESULT	DATE / BY

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Damper test record — line 2

CHECK & RECORD

Drop test — link released or actuator driven; blade closed fully and freely; reset; fire-stopping intact; access panel replaced; result recorded with the tag

BS EN 15650 · TDS

DAMPER TAG	LOCATION / ELEMENT	TYPE / CLASSIFICATION	TEST METHOD AND RESULT	DATE / BY

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Damper test record — line 3

CHECK & RECORD

Drop test — link released or actuator driven; blade closed fully and freely; reset; fire-stopping intact; access panel replaced; result recorded with the tag

BS EN 15650 · TDS

DAMPER TAG	LOCATION / ELEMENT	TYPE / CLASSIFICATION	TEST METHOD AND RESULT	DATE / BY

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

8. Fire-resisting ductwork

HOLD POINT

Duct construction, joints, sealant and stiffeners to the classification report; no site substitution of fixings or sealant

BS EN 1366-1 · TDS

Supports at the spacing, of the type and with the fire protection the report states; hangers fixed to the structure with the specified anchors

TDS

Every penetration of a fire-rated element sealed to the report's own penetration detail and recorded on KD-QA-FP-001

BS EN 1366-3

Insulation or cladding to the report — thickness, layers, joints and fixings; photographed before any ceiling closes

TDS

DUCT RUNS ON THIS SHEET (DRAWING REFS)

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. HOLD before closing — ceilings and risers stay open until released

HOLD POINT

Every damper on the schedule for this area installed, fire-stopped, tested and recorded on a line above; the count matches section 2 Practice

Every damper reachable through its access panel after the ceiling closes — the reviewer has opened each panel Spec

Cause-and-effect for actuated dampers demonstrated or scheduled for the fire alarm commissioning with the tags listed Drawing

DAMPERS COMPLETE (NUMBER) REVIEWER'S WALK — DATE / TIME

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. Golden-thread record — this sheet and its evidence filed against the location

HOLD POINT

This sheet, every photo it references and the tested-detail documents it names are filed together against the block, level and area in section 1 — retrievable by location, not by date BSA 2022

The as-built drawing marked up with every item on this sheet and its label number; the marked-up drawing reference recorded below Drawing

Where the building is a higher-risk building, the record is in the form and location the golden thread requires and the reviewer has confirmed it is there BSA 2022

Copy of the completed sheet handed to the person compiling the fire safety information for the responsible person at completion Building Regulations

FILE / FOLDER REFERENCE MARKED-UP AS-BUILT DRAWING REF AND REV FILED BY / 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

11 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?

12 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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.