

FIRE-RATED JOINTS AND LINEAR GAPS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Fire-rated sealant, batts and linear gap seals at heads, floors, abutments and construction joints in fire-separating elements · test...

KD-QA-MS-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	ROOM / ZONE / 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

FIRE RATING OF THE ELEMENT (MINUTES)	FIRE SEAL SYSTEM SPECIFIED	TESTED DETAIL / ASSESSMENT REFERENCES
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3. Tested detail and joint preparation — before sealing

HOLD POINT

- For every joint type on this sheet a tested detail or assessment is on site covering the substrates, the gap width range, the depth and the fire rating in section 2; reference recorded BS EN 1366-4 · TDS
- Gap width measured at three points per joint and within the tested range; gaps outside it referred back — not filled with an unrated product or with the rated product outside its tested range BS EN 1366-4
- Substrates clean, dry, sound and free of dust and loose material; backing material the type and depth the tested detail names BS 8000-16 · TDS
- Product, batch and expiry match the tested detail; installer's third-party scheme certificate recorded where the specification requires one Spec · TDS

TESTED DETAIL REFS	GAP WIDTHS MEASURED (MM)					
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. Application, depth and labelling

HOLD POINT

- Seal installed to the depth the tested detail gives — measured after tooling and recorded; both sides sealed where the detail requires it; joints continuous with no gaps at corners or changes of direction BS EN 1366-4 · TDS
- Sealant tooled, batts friction-fitted and coated, or strips lapped exactly as the tested detail shows; nothing improvised at junctions with penetrations (KD-QA-DL-005 applies to those) Approved Document B
- Every joint labelled with the product, date, installer and register number where the specification requires labels; photographed with a tape in shot before it is covered Practice

SEAL DEPTH MEASURED (MM)	PRODUCT / BATCH	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		

5. Record and release

HOLD POINT

Every joint on this sheet entered on the fire-stopping register with its location, size, product, tested detail, photo references and installer — the golden-thread record for the compartment lineBS 9999

Reviewer walked every joint before ceilings, linings or finishes cover them — release on KD-QA-SYS-002 recordedPractice

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed itPractice

REGISTER LINES COMPLETED (N)KD-QA-SYS-002 LINE

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 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?

7 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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continued

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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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.