

FIRE-STOPPING AT HEADS AND SERVICES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Head-of-wall seals, linear gaps and service penetrations through fire-rated partitions and linings · tested detail, product, label and...

KD-QA-DL-005 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 / WALL REFERENCE	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(S)	FIRE STRATEGY / COMPARTMENTATION DRAWING AND REVISION	FIRE-STOPPING PRODUCTS SPECIFIED
TESTED DETAILS / ASSESSMENTS HELD ON SITE (REFS)	INSTALLER CERTIFICATION SCHEME (IF ANY)	FIRE-STOP REGISTER REF

3. Tested details before any seal

HOLD POINT

For every seal type on this wall there is a tested detail or assessment on site that covers the substrate, the gap width, the service type and size and the fire rating — reference recorded

BS EN 1366

Products on site match the tested detail; batch and expiry recorded; no product substituted for another maker's without a new detail

TDS

Every penetration and gap on this wall is listed on the fire-stopping register with its location, size and service — count matches the wall

Practice

TESTED DETAIL REFERENCES	PENETRATIONS / GAPS LISTED
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. Head-of-wall and linear gap seals

HOLD POINT

Gap at the head measured and within the tested detail's range — recorded; larger gaps stopped, not filled with an unrated product

BS EN 1366-4 · TDS

Seal depth, the backing material and the sealant or batt the tested detail names — depth measured and recorded

TDS

Deflection heads — the seal detail allows the movement the head is designed for; seal not bridged by rigid material

Drawing · TDS

Gaps at abutments, floor and around beams stopped continuously; no daylight through the seal

Approved Document B

Photographed before the ceiling closes, with the wall reference and a tape in shot

Practice

HEAD GAP MEASURED (MM)	SEAL DEPTH MEASURED (MM)	PRODUCT / BATCH
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. Service penetrations

HOLD POINT

- Each penetration sealed with the product and method the tested detail gives for that service (pipe material and diameter, cable bundle size, duct, tray) — nothing installed outside the tested scope BS EN 1366-3 · TDS
- Collars, wraps and sleeves fitted where the detail requires them, the correct size for the pipe; fixings the detail specifies TDS
- Annular gap within the tested range; batts and coatings to the thickness the detail states, measured and recorded TDS
- Penetrations through the second face of a twin-leaf wall sealed on that face too; no unsealed sleeves left for future services Approved Document B
- Every penetration photographed before and after sealing with its register number visible Practice

PENETRATIONS SEALED / LISTED ANNULAR GAPS MEASURED (RANGE, 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

6. Labelling and the record

CHECK & RECORD

- Each seal labelled with the product, the date, the installer and the register number where the specification requires labels Spec
- Register updated for every seal with the photo references; register copy filed for the golden thread and the handover file Practice
- Installer's own inspection sheets or third-party scheme records attached where the specification requires them Spec

REGISTER LINES COMPLETED (N)

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Release before ceilings and closing

HOLD POINT

- Reviewer walked the wall — every gap and penetration on the register sealed and photographed; no unsealed opening remains BS 9999
- Release recorded on KD-QA-SYS-002 before the ceiling grid or second-face boarding closes the wall Practice

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

8 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?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.