

INSULATION, CAVITY BARRIERS AND FIRE-STOPPING IN THE CAVITY — QUALITY... QUALITY — ONE PER AREA

The Building Safety hold — every barrier, every gap, every product photographed and recorded BEFORE the cavity closes · one... KD-QA-CL-002 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 / ZONE / GRIDLINES	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

FAÇADE FIRE DRAWINGS (BARRIER POSITIONS) AND REVISION	WALL BUILD-UP FROM INSIDE OUT (PRODUCT / THICKNESS)	
CAVITY BARRIER PRODUCTS (HORIZONTAL / VERTICAL / OPEN-STATE)	INSULATION FIXINGS (TYPE / NUMBER PER BOARD)	HIGHER-RISK BUILDING? (Y/N) — CHANGE CONTROL REF

3. Materials on site — the tested build-up, nothing else

HOLD POINT

Every product is the one on the façade specification and the tested or classified build-up for this wall — panel, insulation, membrane, cavity barrier, bracket, rail and fixing; the declaration of performance or classification report for each referenced; the material approval on KD-QA-SYS-005 referenced

Spec · TDS

No substitution of any product in the external wall without the designer's written agreement and, on a higher-risk building, the change-control record; the reference recorded here

HRB Procedures

Batch numbers and delivery references recorded; materials stored as the data sheet states and protected from damage

TDS

PRODUCT / CLASSIFICATION REPORT REFS	SUBSTITUTIONS AND THEIR CHANGE-CONT...
--------------------------------------	--

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. Sheathing, membrane and substrate closure

HOLD POINT

Sheathing board and breather or vapour membrane are the products in section 2, fixed as the data sheet states, laps at least the widths stated and sealed, tears taped; membrane dressed into openings and lapped with the DPC as detailed

TDS · Drawing

Gaps at slab edges, columns and around openings closed with the products the fire drawing names before insulation

Approved Document B

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. Insulation

HOLD POINT

Insulation of the product and thickness in section 2 over the whole elevation, boards tightly butted with staggered joints and no gaps over 5 mm, fixed with the number and type of fixings in section 2 per board

TDS

Insulation cut cleanly around brackets and openings and fitted behind every bracket; no compressed or damaged boards; kept dry until the cavity is closed

TDS

Insulation photographed on every elevation before barriers and panels; references recorded

Practice

PHOTO REFS — INSULATION

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. Horizontal cavity barriers — every floor and compartment line

HOLD POINT

- Barrier of the product in section 2 at every position on the fire drawing — every floor line, compartment line and the head of the wall — continuous along the elevation with no gaps at brackets, rails or corners; joints closed as the data sheet states

Approved Document B
- Open-state barriers where the drawing shows a ventilated cavity, fitted the right way round with the air gap the data sheet states — not compressed, not oversized; closed barriers elsewhere compressed by the amount the data sheet states

TDS
- Fixed with the brackets and at the centres the data sheet states into the substrate — not into insulation; barriers not cut down or spliced with anything but the product

TDS

BARRIER POSITIONS CHECKED (LEVEL / GRIDLINES) / 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	

7. Vertical barriers and openings

HOLD POINT

- Vertical barriers at every position drawn (compartment walls, party walls, corners, the edges of openings) continuous from ground to roof or between horizontal barriers as the drawing shows; around every window and door opening on all four sides

Approved Document B
- Barriers tight to the window or door frame and to the substrate; the gap between barrier and panel closed as the data sheet states; every opening photographed

TDS

OPENINGS AND VERTICAL BARRIERS CHECKED / 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-stopping at penetrations and junctions

HOLD POINT

- Every penetration through the cavity (brackets for plant, pipes, cables, ducts) sealed with the tested system named for that service and substrate, labelled, and recorded on the passive fire register with its photograph

Approved Document B
- Junctions with roofs, balconies, soffits, parapets and other cladding systems detailed as the fire drawing shows and photographed

Drawing

PENETRATIONS SEALED (REF / PRODUCT / PHOTO 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	

9. Continuity walk — the cavity before it closes

HOLD POINT

- Reviewer — with the fire engineer or building control inspector where the specification requires — walks the whole elevation from the scaffold against the fire drawing; every barrier traced by eye from end to end; nothing is missing, nothing is bridged by debris or rails

Approved Document B
- Every defect found corrected and re-photographed before this point is released; no panel fixed before this signature

Practice

WALK BY (NAMES) / 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	

10. Golden thread record

HOLD POINT

Photographs indexed to the fire drawing by elevation, level and gridline; product data sheets and classification reports for every barrier and fire-stop filed with them; on a higher-risk building the record forms part of the golden thread information

HRB Procedures

Any change from the drawing recorded with the change-control reference in section 2

HRB Procedures

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. Records for the golden thread

HOLD POINT

Every photograph, test result and certificate referenced on this sheet is in the photo log and the handover file for this elevation; the as-built build-up recorded where it differs from the drawing

Practice

Hold recorded on KD-QA-SYS-002

Practice

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

12 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?

13 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)

14 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS				
PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

15 NOTES FOR THIS AREA

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

16 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.