

INSULATION, VAPOUR SEAL AND IDENTIFICATION — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Thermal insulation to pipework and ductwork · thickness measured against the schedule, vapour barrier continuous on cold servi... KD-QA-ME-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	SYSTEM / RISER / ZONE / ROOM	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

SERVICE(S) ON THIS SHEET	INSULATION MATERIAL AND THICKNESS BY SIZE SPECIFIED	VAPOUR BARRIER REQUIRED? (Y FOR C...
FINISH OR CLADDING SPECIFIED	IDENTIFICATION SPECIFIED — COLOURS / LABELS / INTERVALS	PRESSURE TEST CERTIFICATE REF FOR THIS S...

3. Before insulation — pressure test released

HOLD POINT

Pressure test certificate for this section referenced in section 2 — no insulation over untested pipework or untested ductwork	Spec
Pipework and ductwork clean, dry and free of oil, flux and debris; steel pipework primed or painted where the specification requires before insulation	Spec · BS 5970
Support inserts or specified clips in place at every bracket so the insulation runs through the support	BS 5970
TEST CERTIFICATE 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	

4. Insulation application

WITNESS

Thickness measured on cut sections in at least three places per system and not less than the schedule value for that size — readings recorded	Spec · BS 5970
Sections butted tight with no gaps; longitudinal and circumferential joints sealed with the specified tape or adhesive; no compression at supports	BS 5970 · TDS
Bends, tees, valves and flanges insulated to the same thickness with the specified pre-formed sections or boxes — not left bare or wrapped thin	BS 5970
Insulation continuous through walls, floors and sleeves and up to the face of every item of plant; terminations sealed as the data sheet shows	BS 5970 · TDS
THICKNESS READINGS (MM) / POSITIONS	

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	WITNESSED BY THE REVIEWER — NAME		DATE		

5. Vapour barrier — cold and chilled services, before cladding

HOLD POINT

- ☐ Vapour barrier continuous over every section, joint, bend and fitting with no punctures, tears or unsealed laps — every joint taped with the specified vapour-seal tape BS 5970 · TDS
- ☐ Vapour barrier sealed to the pipe at every termination and carried unbroken through every support — a break at one bracket condenses and rots the whole run BS 5970
- ☐ Valve and flange boxes vapour-sealed at their joints and to the adjoining insulation; no self-tapping screws through the barrier TDS
- ☐ Checked and photographed BEFORE cladding or finish — the one inspection that cannot be made afterwards Practice

PHOTO REFS (VAPOUR BARRIER BEFORE CLADDING)

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. Finish, cladding and identification

CHECK & RECORD

- ☐ Finish or cladding as the specification names; laps in the direction of drainage externally; cladding joints sealed where exposed to weather Spec · BS 5970
- ☐ Identification colour bands, flow arrows and service labels to BS 1710 on the finish at the intervals in section 2 and at every valve, penetration and change of direction BS 1710
- ☐ Valve tags match the valve schedule numbers; labels legible from floor level Spec

LABELS APPLIED (COUNT) / INTERVAL USED (M)

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. Records, snagging closed and handover

HOLD POINT

- ☐ Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice
- ☐ As-installed drawing for this area marked up and handed to the reviewer within the period the specification states Spec
- ☐ Every test certificate and record referenced on this sheet filed with the handover and O&M record, with this sheet Spec

AS-INSTALLED MARK-UP REF / DATE

CERTIFICATES AND RECORDS FILED (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 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?

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE	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.