

INTEGRATED SYSTEMS TEST — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Every life-safety and building system proved together against the cause-and-effect matrix before occupation · readiness, fire scen...

KD-QA-CX-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	BUILDING / PHASE	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 STRATEGY AND CAUSE-AND-EFFECT MATRIX REFS AND REVISIONS	TEST SCRIPTS AND SCENARIO LIST REF
SYSTEMS IN THE TEST	ATTENDANCE — FIRE ENGINEER, CLIENT, BUILDING CONTROL, FIRE AND RESCUE SERVICE...

3. Readiness — every system commissioned on its own first

HOLD POINT

Every system in section 2 commissioned and certified on its own KD-QA sheet — references recorded; no integrated test on a system whose own commissioning is open

CIBSE Code M

Cause-and-effect matrix and test scripts in section 2 at the agreed revision; the building in its normal operating mode with the BMS in auto; the alarm receiving centre and the fire and rescue service told the test dates

BS 5839-1 · Spec

COMMISSIONING CERTIFICATE REFS PER SYSTEM

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. Fire scenarios — every zone, witnessed

WITNESS

For every scenario on the script — a real device operated in the zone, and every effect on the matrix line seen at the equipment — alarm signals and sounders, fire dampers close, smoke control runs as designed, doors release and close, lifts ground or go to the firefighting mode, access control releases, plant stops, sprinkler flow switch raises the alarm, the BMS shows the state

BS 5839-1 · BS 7346-8

Result recorded per matrix line per scenario — pass, fail or not tested with the reason; every failed line re-tested after remedy and the re-test recorded

Practice

Reset of every system after each scenario and the building returned to normal before the next

Spec

SCENARIOS RUN / ON SCRIPT	MATRIX LINES PASSED / TOTAL	LINES FAILED AND REMEDIED (REFS)				
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	

WITNESS

Spec. · BS 7671

BS 5266-1 : BS 7273-4

Spec

SYSTEMS IN THE CORRECT POWER-FAILURE STATE (Y / N — LIST EXCEPTIONS)

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

WITNESSED BY THE REVIEWER — NAME

DATE _____

WITNESS

Spec

INTERFACES PROVED / ON SCHEDULE

NCR REF IF FAIL	PHOTO REF(S)

Date/time on photo

WITNESSED BY THE REVIEWER — NAME _____

DATE _____

HOLD POINT

Spec

Approved Document L

Practice

IST REPORT REF / DATE

ACCEPTED BY (NAME / ORGANISATION) / DATE

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

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.

KD-OA-CX-003 | Rev A0 | Issued 2026-08-29 | Effective 2026-08-29 | Next review 2027-08-29

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continued

KD-QA-CX-003 Rev A0

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.