

INTERNAL BLOCKWORK — FIRE AND ACOUSTIC WALLS — QUALITY INSPECTION... QUALITY — ONE PER AREA

Block density, full joints, head details and fire-stopping at every junction proved BEFORE the wall is closed in · one sheet per wall

KD-QA-BM-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	WALL REF / 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

WALL TYPE AND FIRE STRATEGY DRAWING REVISION	FIRE RESISTANCE / SOUND RATING REQUIRED	BLOCK TYPE / DENSITY / THICKNESS SPECIFIED
HEAD DETAIL (DRAWING / PRODUCT)	JUNCTIONS WITH OTHER WALLS / COLUMNS (DETAIL)	PENETRATIONS IN THIS WALL (COUNT) AND SEAL T...

3. Materials on site

HOLD POINT

Bricks, blocks and specials are the products the specification names — type, strength, density and colour; the material approval on KD-QA-SYS-005 referenced	Spec
Mortar is the designation or strength class the specification names for this element; site-batched mortar gauged by box, not shovel; ready-mixed mortar used within the time on the tub	BS 8000-3 · Spec
Units stored off the ground and covered; blocks kept dry — wet blocks shrink and crack the wall	BS 8000-3
Ties, DPC, trays, weeps, closers and insulation are the products specified, with batch numbers recorded	Spec · TDS
UNIT TYPES / BATCH OR DELIVERY REFS	MORTAR DESIGNATION / SUPPLIER 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. Blocks and joints

HOLD POINT

Blocks of the density and thickness in section 2 — the rating depends on it; the delivery ticket recorded; no mixing of block types in one wall	Spec
Bed and perpend joints full for the whole thickness — no unfilled perpend, no tipped-and-tailed beds; joints struck flush both sides where the wall is to be sealed	BS 8000-3
Cut blocks and closers used at junctions and openings — no gaps packed with mortar wider than the specification allows	BS 8000-3
BLOCK DELIVERY TICKET / DENSITY	

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. Junctions with walls, columns and floors

HOLD POINT

- Junctions bonded or tied as section 2 with the ties or channels the drawing names at the spacing drawn; the gap at columns and abutting walls filled with the product specified
- Drawing · TDS
- Wall built off the slab or beam on the bed the drawing shows, with the DPC or separating layer where detailed
- Drawing

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. Head detail — the gap at the top

HOLD POINT

- Head detail as section 2 — the gap of the width the drawing shows, filled with the product specified for the full thickness of the wall and continuous along its length; deflection heads with the restraint the drawing shows
- Drawing · TDS
- Fire-stopping at the head is the tested product for that gap width and substrate, installed as the data sheet states and labelled; photographed before ceilings or finishes cover it
- Approved Document B
- Wall built up tight to the soffit where the drawing says so, or the gap left for movement where it does not — not both on one wall
- Drawing

PHOTO REFS — HEAD DETAIL

HEAD FIRE-STOP 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

7. Penetrations

HOLD POINT

- Every penetration in section 2 sealed with the tested system the fire-stopping schedule names for that service and wall, both sides, labelled; recorded on the passive fire register and photographed
- Approved Document B
- Unused holes and chases filled for the full thickness with the product specified; no chases deeper than the specification allows
- Spec

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

8. Acoustic completeness

CHECK & RECORD

- Wall sealed continuously at the perimeter both sides with the sealant the specification names; no unfilled joints, holes or back-to-back boxes without the detail drawn; the wall ready for the sound test where one is specified
- Spec

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

9. Conditions — every day

CHECK & RECORD

No laying when the air temperature is below 3 °C and falling, or on frozen units or mortar; no laying in heavy rain; readings on
KD-QA-SYS-006 BS 8000-3

New work covered at the end of every shift and during rain — top of the wall protected from saturation and from frost for the period
the specification states BS 8000-3 · NHBC 6.1

DATE AIR °C GO / POSTPONE / PROTECTION USED

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

SUB SELF-CHECK — INITIALS DATE

10 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?

11 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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.