

INTUMESCENT AND BOARD FIRE PROTECTION TO STRUCTURAL STEEL — QUALITY — ONE PER AREA

Reactive (intumescent) coatings and passive boards to steel members · required thickness per member from the assessed produ... KD-QA-FP-004 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	STEEL GROUP / GRID LINES	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 PROTECTION DRAWING / MEMBER SCHEDULE AND REV	FIRE PERIOD REQUIRED (MINUTES)	PROTECTION SYSTEM SPECIFIED — INTUMESCENT / BOARD
THICKNESS / DFT TABLE REF (PRODUCT ASSESSMENT)	SECTION FACTORS (HP/A) ON THE SCHEDULE	APPLICATOR'S THIRD-PARTY CERTIFICATION SCHEME AN...

3. Materials and assessment on site

HOLD POINT

Product matches the specified system; the assessment data giving the thickness or DFT for each section factor and fire period is on site and its reference recorded in section 2	BS EN 13381 · TDS
Primer and topseal are the ones the assessment covers; a different primer is a different system	TDS
Batch numbers and shelf life recorded; material stored within the data-sheet temperature range	TDS
Required thickness or DFT written against every member on the schedule before work starts — from the table, not from memory	BS EN 13381 · Drawing
BATCH NUMBERS	REQUIRED THICKNESS / DFT PER MEMBER TYPE (FROM THE TABLE)

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. Steel preparation and primer

HOLD POINT

Steel clean and free of rust, mill scale, oil and site contamination; blast or prepared to the grade the data sheet requires; shop primer identified and confirmed compatible with the system	TDS
Primer DFT measured and within the data-sheet range — too thick a primer is a failed adhesion test later	TDS
Damaged shop primer made good with the compatible primer before the fire protection; bolts, cleats and welds included	TDS
Members to be boarded have the framing, noggins and fixings the assessment requires in place; no gaps at the steel-to-board interface	TDS
PREPARATION AND PRIMER DFT READINGS	STEEL ACCEPTED BY / 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

5. Environmental conditions — every session

CHECK & RECORD

Air and steel temperature within the data-sheet limits; steel above dew point by the margin the sheet states; RH within limit — readings logged on KD-QA-SYS-006 TDS

No coating onto damp, frosty or condensing steel; conditions forecast to hold through the cure of each coat TDS

DATE / TIME	AIR °C	STEEL °C	RH %	DEW PT °C	DECISION

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

6. Application and thickness — member by member

HOLD POINT

Intumescent built up in coats within the wet-film limits per coat and the recoat window the data sheet states; wet-film gauge used every coat TDS

Total DFT measured with a calibrated gauge at the frequency the specification or data sheet states, on every face of every member; readings recorded per member on the lines below or an attached schedule BS EN 13381 · TDS

Every member meets its required DFT — low readings recoated and re-measured, never averaged against high ones; excess thickness within the assessment's maximum TDS · ASFP

Boards of the specified thickness and layers with joints staggered, fixings at the spacing and edge distance the assessment states, and junctions closed as the assessment details BS EN 13381 · TDS

Connections, bolts, cleats and the ends of members protected to the same period; steel that will be hidden protected before it is hidden Drawing · ASFP

DFT GAUGE REF / CALIBRATION DATE	MEMBER DFT SCHEDULE ATTACHED (REF)	COATS APPLIED

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

7. Member record — line 1

one line per member; attach a schedule where more than four

CHECK & RECORD

Required thickness or DFT from the table; measured readings (minimum and mean) recorded; member passes only if no reading is below the requirement BS EN 13381 · TDS

MEMBER REF / GRID	SECTION SIZE	HP/A	REQUIRED (MM / MM)	MIN READING	MEAN READING	PASS / RECOAT

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

8. Member record — line 2

CHECK & RECORD

Required thickness or DFT from the table; measured readings recorded; member passes only if no reading is below the requirement BS EN 13381 · TDS

MEMBER REF / GRID	SECTION SIZE	HP/A	REQUIRED (MM / MM)	MIN READING	MEAN READING	PASS / RECOAT

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

9. Member record — line 3

CHECK & RECORD

Required thickness or DFT from the table; measured readings recorded; member passes only if no reading is below the requirement

BS EN 13381 · TDS

MEMBER REF / GRID	SECTION SIZE	HP/A	REQUIRED (MM / MM)	MIN READING	MEAN READING	PASS / RECOAT

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

10. Member record — line 4

CHECK & RECORD

Required thickness or DFT from the table; measured readings recorded; member passes only if no reading is below the requirement

BS EN 13381 · TDS

MEMBER REF / GRID	SECTION SIZE	HP/A	REQUIRED (MM / MM)	MIN READING	MEAN READING	PASS / RECOAT

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

11. Damage, topseal and certificate — before the steel is hidden

HOLD POINT

Damage from following trades repaired to the data-sheet method and re-measured; repairs recorded as new readings against the member

TDS

Topseal applied where the assessment requires it (external, wet or specified finish), at the data-sheet rate, within the recoat window

TDS

Applicator's certificate of conformity issued naming the members, the system, the required and achieved thicknesses and the assessment reference; certificate number recorded

Spec · ASFP

Every protected member photographed with the DFT gauge reading visible on at least one member per group

BSA 2022

CERTIFICATE OF CONFORMITY REF

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

12. Golden-thread record — this sheet and its evidence filed against the location

HOLD POINT

This sheet, every photo it references and the tested-detail documents it names are filed together against the block, level and area in section 1 — retrievable by location, not by date

BSA 2022

The as-built drawing marked up with every item on this sheet and its label number; the marked-up drawing reference recorded below

Drawing

Where the building is a higher-risk building, the record is in the form and location the golden thread requires and the reviewer has confirmed it is there

BSA 2022

Copy of the completed sheet handed to the person compiling the fire safety information for the responsible person at completion

Building Regulations

FILE / FOLDER REFERENCE

MARKED-UP AS-BUILT DRAWING REF AND REV

FILED BY / 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

13 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 / DATE...	OK?

14 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)

15 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

16 NOTES FOR THIS AREA

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

17 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.