

IPS PANELS, CUBICLES AND LOCKERS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Integrated plumbing system panels, washroom systems, toilet and shower cubicles, vanity units and lockers · services behind bef...

KD-QA-FF-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	ROOM / ZONE / AREA	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

WASHROOM / LOCKER DRAWING AND REVISION	PANEL / CUBICLE SYSTEM AND FINISH	ACCESSIBLE CUBICLE(S) IN THIS ROOM? (Y/N)
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3. Schedule, delivery and area ready

CHECK & RECORD

Items delivered match the FF&E schedule and the specification — reference, size, finish, quantity; damage on delivery recorded and photographed before installation	Spec
Room finishes complete and dry; floor protected; area handed over on KD-QA-SYS-009; pattress and fixing positions from KD-QA-DL-002 available	Practice
Fixings the type the data sheet gives for the substrate on the drawing; no fixings into plasterboard alone where the item carries load	TDS · BS 8000-5
SCHEDULE REFERENCE(S)	DAMAGE ON DELIVERY (ITEMS / PHOTO REFS)
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL PHOTO REF(S)
Date/time on photo	
SUB SELF-CHECK — INITIALS	DATE

4. Services and framing behind panels — before panels close them

HOLD POINT

Pipework, cisterns, valves and waste connections behind the panels installed, tested and signed off by the M&E contractor — test references recorded; no closing on a promise	Spec
Framing or pedestal system fixed to the pattresses and the floor as the data sheet gives; sanitaryware brackets and frames fixed to carry the loads the data sheet states	TDS
Every valve, cistern and connection that needs access has a removable panel or access hatch planned in front of it — listed with positions	Practice
Photographed before panels with the room reference in shot	Practice
M&E SIGN-OFF (NAME / DATE) / TEST REFS	ACCESS POINTS LISTED (COUNT)
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. Panels, cubicles, lockers and fixings

CHECK & RECORD

- Panels and cubicle partitions plumb within 2 mm over their height and level; joints aligned; gaps at doors even (3–5 mm typical) and doors closing on their stops; locks and indicators working

TDS
- Cubicle heights, widths and door swings as the drawing; accessible cubicles to the dimensions on the drawing with the grab rails, drop-down rail and transfer space it shows and visual contrast between fittings and background

Approved Document M
- Fixings the type and count the data sheet gives at every leg, headrail and wall channel; lockers fixed back to the wall or to each other so they cannot topple; anti-tip fixings recorded

TDS
- Vanity tops level within 3 mm over 2 m; basins fixed and sealed; cut-outs sealed before basins go in

TDS

PANEL PLUMB / DOOR GAPS (MM)

LOCKER ANTI-TIP FIXINGS FITTED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Sealing and access

CHECK & RECORD

- Junctions with floor, walls and sanitaryware sealed with the specified sanitary sealant over a backer, tooled neat; no gaps a cleaner's mop or water can reach behind

Spec
- Access panels open with the tool intended and close flush; every listed access point has one

Practice

ACCESS PANELS FITTED / LISTED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. 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
- Protective film and packaging removed only when the specification says so; items clean; keys, spares and care instructions in the handover file

Spec
- Viewed in daylight from 2 m — no visible damage or defects

NHBC 9.1

KEYS / SPARES / INSTRUCTIONS HANDED OVER

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?

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continued

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