

KITCHENS AND WORKTOPS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Fitted kitchen units, worktops, sinks, appliances and connections · templates, level and plumb, fixings, sealing, service connection... KD-QA-CJ-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	KITCHEN / UNIT REFERENCE	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

KITCHEN LAYOUT AND ELEVATION DRAWINGS AND REVISION	UNIT RANGE AND FINISH	WORKTOP MATERIAL AND THICKNESS (MM)
PATTESS / FIXING POSITIONS REFERENCE	APPLIANCES AND CONNECTIONS SCHEDULED	LEVEL TOLERANCE SPECIFIED

3. Setting out, services and templates

WITNESS

Services (water, waste, gas, power) in the positions the kitchen drawing shows — measured against the drawing before any unit is fixed; deviations recorded and resolved now

Drawing

Datum line for the worktop height marked level round the room; floor level variation measured so plinths and units can be levelled within their adjustment

Drawing

Solid-surface, stone and templated worktops — template taken after the base units are fixed and level; template signed off before manufacture

Spec

SERVICE POSITIONS CHECKED (DEVIATIONS)

TEMPLATE TAKEN / SIGNED (DATE)

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		

4. Base and wall units — before worktops

HOLD POINT

Base units level along and across the run within section 2 and plumb; units clamped and screwed to each other through the sides; legs adjusted so every leg carries load

TDS · BS 8000-5

Wall units fixed to the pattresses or brackets on KD-QA-DL-002 with the fixings the data sheet gives — every fixing point used; no fixings into plasterboard alone

TDS · Spec

Units the sizes and finish specified; doors and drawers aligned with even gaps (2–3 mm typical) and adjusted; hinges and runners working

NHBC 9.4

Cut-outs in units for services neat; service voids left accessible where the drawing shows

Drawing

LEVEL ALONG / ACROSS RUN (MM OVER 2 M)

WALL UNIT FIXINGS USED / AVAILABLE

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. Worktops, sinks and sealing

HOLD POINT

- ☐ Worktops level within section 2, fixed from below, joints tight (mason's mitre or the specified joint) and sealed with the jointing compound specified; overhangs as drawn BS 8000-5 · TDS
- ☐ Every cut edge and cut-out (sink, hob) sealed with the sealer the data sheet names before the fitting goes in — a bare chipboard edge at a sink is the classic failure TDS
- ☐ Sink and hob fitted with the clips and sealant the data sheet gives; upstands and splashbacks fixed and sealed; junction with the wall sealed with the specified sanitary sealant TDS · Spec
- ☐ Worktop free of scratches, chips and swelling; laminate edges fully bonded; stone tops sealed as the data sheet requires NHBC 9.4

WORKTOP LEVEL (MM OVER 2 M)

CUT-OUTS SEALED BEFORE FITTING

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. Connections and certificates

CHECK & RECORD

- ☐ Gas appliances connected and commissioned by a person registered under the Gas Safety (Installation and Use) Regulations 1998; the installation record or commissioning certificate reference recorded Spec
- ☐ Electrical connections covered by an Electrical Installation Certificate or Minor Electrical Installation Works Certificate; reference recorded; appliances tested and working Spec
- ☐ Water and waste connections tested under pressure and by running the taps and appliances — no leaks at joints, traps or the sink; isolation valves accessible Spec
- ☐ Appliance manuals, guarantees and the kitchen supplier's care instructions in the handover file Practice

GAS CERTIFICATE / REGISTRATION REFERENCE

ELECTRICAL CERTIFICATE REFERENCE

WATER TEST — LEAKS FOUND / FIXED

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
- ☐ Finished joinery protected until handover; area clean; keys, spare ironmongery and certificates in the handover file Spec
- ☐ Viewed in daylight from 2 m — no visible defects NHBC 9.1

KEYS / SPARES HANDED OVER (LIST)

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

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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 / 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)

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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.