

NURSE CALL, BED-HEAD SERVICES AND PENDANTS — QUALITY INSPECTION CH... QUALITY — ONE PER AREA

Bedhead trunking, medical pendants and nurse call · fixings proved before walls close, outlets to the schedule, every call from ev... KD-QA-MG-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	WARD / DEPARTMENT / ROOM	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

BEDHEAD SERVICES SCHEDULE AND DRAWING REF	TRUNKING AND OUTLET HEIGHTS SPECIFIED	PENDANT SCHEDULE — TYPE, LOAD AND FIXING DETAIL
NURSE CALL SYSTEM — CALL TYPES AND DISPLAY POSITIONS	PRIMARY FIXING DETAIL AND TEST LOAD FOR PENDANTS AND TRUNKING	

3. Before walls and ceilings close — fixings and coordination

Fixings for bedhead trunking and pendants into the structure to the detail in section 2; pendant primary fixings load-tested to the specified value and the result recorded before the ceiling closes	Spec · TDS
Medical gas terminal units in the bedhead coordinated with KD-QA-MG-001 and their positions checked against the schedule; segregation of gas, mains and ELV compartments as HTM 08-03 requires	HTM 08-03
Cable routes, containment and fire-stopping recorded on KD-QA-EL-001; photographs before closing	Spec
PENDANT FIXING TEST LOAD (KN) / RESULT	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

4. Installation

CHECK & RECORD

Trunking at the height in section 2, level, with the outlets, sockets, lighting and call points per bed the schedule states — counted per bed; medical IT or other special supplies as the schedule names	HTM 08-03 · BS 7671
Patient handset, call point, reset and staff-presence controls reachable from the bed as HTM 08-03 requires; lighting controls at the specified positions	HTM 08-03
Pendants stroke through their full range, brakes hold, services outlets on the pendant to the schedule, and the specified load carried without movement	TDS · Spec
BED POSITIONS COMPLETE / TOTAL	

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

5. Functional test — every position, witnessed

WITNESS

- Every call type — patient call, staff assist, emergency, cardiac, en-suite pull-cord — raised from every bed and every room and seen at the nurse station display, the corridor light and the follow-me or paging route with the right priority; reset at the bed clears it
- HTM 08-03 · Spec

Call logging records every test with the time; battery standby proved for the specified duration; fault on a device shown at the station

Spec

Electrical circuits tested on KD-QA-EL-004; medical IT insulation monitoring alarms proved where fitted

BS 7671

CALL POSITIONS TESTED / TOTAL

CALL LOG REF / 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

6. Labelling and handover

HOLD POINT

- Every bed position, outlet and call point labelled to the schedule; ward staff trained on the system and the training recorded; commissioning certificate, as-installed drawings and operating instructions handed over
- HTM 08-03 · Spec

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Practice

TRAINING GIVEN TO (NAMES) / 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

7 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?

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.