

PANEL INSTALLATION — RAINSCREEN, COMPOSITE AND TIMBER — QUALITY INS... QUALITY — ONE PER AREA

Panels are the specified product, aligned within tolerance, jointed and fixed to the data sheet, protected until handover · one shee...
KD-QA-CL-003 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	ELEVATION / ZONE / 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

PANEL LAYOUT, JOINT DETAILS AND REVISION	PANEL PRODUCT / THICKNESS / FINISH / CLASSIFICATION	PANEL FIXINGS (TYPE / NUMBER PER PANEL / T...
JOINT WIDTHS — HORIZONTAL / VERTICAL (DRAWING)	ALIGNMENT TOLERANCE (SPECIFICATION / CWCT)	BENCHMARK PANEL AREA REF (KD-QA-SYS-004)

3. Materials on site — the tested build-up, nothing else

HOLD POINT

Every product is the one on the façade specification and the tested or classified build-up for this wall — panel, insulation, membrane, cavity barrier, bracket, rail and fixing; the declaration of performance or classification report for each referenced; the material approval on KD-QA-SYS-005 referenced
Spec · TDS

No substitution of any product in the external wall without the designer's written agreement and, on a higher-risk building, the change-control record; the reference recorded here
HRB Procedures

Batch numbers and delivery references recorded; materials stored as the data sheet states and protected from damage
TDS

PRODUCT / CLASSIFICATION REPORT REFS
SUBSTITUTIONS AND THEIR CHANGE-CONT...

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. Cavity released

HOLD POINT

KD-QA-CL-002 released for this elevation with the continuity walk signed; no panel fixed before that reference is recorded here
Practice

KD-QA-CL-002 REF / DATE RELEASED

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 — product, finish and set-out

HOLD POINT

Every panel is the product in section 2 — the marking or batch on the back checked; finish and colour match the benchmark; panels from one batch per elevation where the specification requires
Spec · TDS

Set out to the layout drawing with joints lining through horizontally and vertically; joint widths as section 2 — measured; cut panels only where the layout shows them and edges sealed as the data sheet states
Drawing · TDS

JOINT WIDTHS MEASURED (MIN / MAX)

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. Fixings

HOLD POINT

- Fixings of the type and number in section 2 in every panel, in the positions the data sheet shows (fixed and sliding points as drawn), torqued or set as the data sheet states; no missing fixings behind cover strips
- TDS
- Fixings of the material the data sheet names for the panel and rail combination — no mixed metals without the isolator specified
- TDS

PANELS CHECKED FOR FIXING COUNT (SAMPLE / RESULT)

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. Alignment

HOLD POINT

- Panel faces in plane, corners and joints aligned within the tolerance in section 2 — surveyed or checked with a straightedge and line; the worst reading recorded; lipping between panels within the figure stated
- CWCT · Spec
- WORST ALIGNMENT READING (MM) / WHERE

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. Openings, corners and interfaces

CHECK & RECORD

- Window and door reveals, corners, copings, soffits and closures of the profile drawn, fitted with the fixings and seals the data sheet states; drips and flashings at every horizontal interface as detailed
- Drawing · TDS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

9. Damage and protection

CHECK & RECORD

- Every panel inspected after fixing; scratched, dented or stained panels recorded and replaced or repaired to the data-sheet method; protective film removed within the data-sheet time; finished panels protected from following trades
- TDS

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

10. Records for the golden thread

HOLD POINT

- Every photograph, test result and certificate referenced on this sheet is in the photo log and the handover file for this elevation; the as-built build-up recorded where it differs from the drawing
- Practice
- Hold recorded on KD-QA-SYS-002
- Practice

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

11 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?

12 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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.