

PENETRATION SEALS — EVERY PENETRATION LABELLED AND PHOTOGRAPHED... QUALITY — ONE PER AREA

Fire-stopping of service penetrations through compartment walls and floors · one line per penetration, tested detail, label, photo b... KD-QA-FP-001 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	AREA / COMPARTMENT WALL OR FLOOR	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 STRATEGY DRAWING / COMPARTMENT PLAN AND REV	ELEMENT(S) ON THIS SHEET — TYPE AND FIRE RATING (MINUT...	FIRE-STOPPING SPECIFICATION CLAUSE
SEAL SYSTEMS SPECIFIED — BY SERVICE TYPE	TESTED-DETAIL / CLASSIFICATION REPORT REFS ON SITE	INSTALLER'S THIRD-PARTY CERTIFICATION...
LABEL FORMAT SPECIFIED (CONTENTS)	PHOTO NAMING CONVENTION	HIGHER-RISK BUILDING? (Y/N)

3. Materials and tested details on site

HOLD POINT

Every product on site matches the specified seal system for its service type (section 2); no substitution without a tested detail for the substitute in this configuration Spec · TDS

A tested-detail or classification report is on site for EVERY configuration to be sealed — element type and rating, service type, aperture size, annular gap; a configuration with no detail is not sealed until one is found or the engineer specifies a solution BS EN 1366-3 · ASFP

Batch numbers and shelf life recorded; cartridges, batts and collars stored dry and within the data-sheet temperature range TDS

Installer's third-party certification scheme registration current and recorded in section 2; the operatives on this area are the ones the scheme covers Spec

BATCH NUMBERS (PER PRODUCT)	TESTED-DETAIL REFS CHECKED AGAINST THE CONFIGURATIONS ON THIS SHEET
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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. Substrate and opening acceptance — before any seal

HOLD POINT

The element's fire rating confirmed from the fire strategy drawing, not assumed from its build-up; rating recorded in section 2 Drawing

Every opening measured — aperture size and annular gap around each service within the range the tested detail allows; oversize openings reduced with the tested infill before sealing BS EN 1366-3 · TDS

Substrate sound, clean and dry; blockwork joints full; plasterboard cut back to sound board; no loose fill, debris or packaging in the opening TDS

All services that will pass through this opening are installed — or the opening is held open and listed below until they are; a seal that is cut later is a seal that failed Practice

Services supported independently of the seal on both sides at the distance the tested detail states; no service bearing on the seal TDS · ASFP

Where a service is not covered by any tested detail (unusual size, material or bundle), the engineer's or manufacturer's written solution is on site before sealing Building Regulations

PENETRATIONS IN THIS AREA (N...	OPENINGS HELD OPEN — AWAITING SERVICES (LIST)	SUBSTRATE AND OPENINGS ACCEPTED BY / DATE
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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. Penetration line 1

one line per penetration — every column filled

CHECK & RECORD

Sealed to the tested detail for THIS configuration — element type and rating, service type, aperture and annular gap all within the detail's range; product, depth and backing as the detail states; label fitted and numbered; photos before (open) and after (sealed) referenced

BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Penetration line 2

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced

BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Penetration line 3

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced

BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

8. Penetration line 4

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced

BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

9. Penetration line 5

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced

BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

10. Penetration line 6

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

11. Penetration line 7

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

12. Penetration line 8

more than eight — start a continuation sheet for the same area

CHECK & RECORD

Sealed to the tested detail for THIS configuration; label fitted and numbered; photos before and after referenced BS EN 1366-3 · TDS

LOCATION / GRID	SERVICE(S) THROUGH	APERTURE / GA...	SEAL SYSTEM / PRODUCT REF	TESTED DETAIL REF	INSTALLER	PHOTO BEFORE / AFTER	LABEL NO.

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

13. Installation quality — sample checks across the area

CHECK & RECORD

Seal depth or thickness measured on at least one seal of each system type against the tested detail's minimum; readings recorded TDS · BS EN 1366-3

Both faces of the element sealed where the tested detail is two-sided; single-sided seals only where the detail is classified that way BS EN 1366-3

No gaps, voids, shrinkage cracks or unfilled corners; sealant tooled to full contact; batts tight-fitted and coated as the detail states; collars closed and fixed with the specified fixings TDS

Cable bundles within the fill percentage the tested detail allows; no combustible packing, expanding foam or debris inside the seal TDS · ASFP

Linear gaps at the head and edges of the element sealed to a linear-joint tested detail and recorded on a separate line or on BS EN 1366-4

KD-QA-FP-002

DEPTH / THICKNESS READINGS (MM) BY SYSTEM	SEALS OPENED UP OR PROBED — WHICH

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

14. **HOLD before closing** — the area is not boarded, tiled or ceiled until this is released

HOLD POINT

- | | |
|---|----------------------|
| Every penetration in the area appears on a line above or on the continuation sheet — the reviewer has walked the element end to end and counted | Practice |
| Every line has a tested-detail reference, a label number and two photo references; a line missing any one of these is not complete | BSA 2022 · ASFP |
| No opening remains unsealed; openings held open under point 3 are now sealed and recorded, or the hold stays open | Practice |
| Labels legible, fixed beside (not on) the seal, and matching the line numbers; photos show the label and the date | Spec |
| Seal system in every case is the one specified for that service, or a recorded, accepted substitution with its own tested detail | Building Regulations |

PENETRATIONS SEALED AND RECOVERED

CONTINUATION SHEET REFS

REVIEWER'S WALK — DATE / TIME

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 _____

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

HOLD POINT

- | | |
|--|----------------------|
| <p>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</p> | BSA 2022 |
| <p>The as-built drawing marked up with every item on this sheet and its label number; the marked-up drawing reference recorded below</p> | Drawing |
| <p>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</p> | BSA 2022 |
| <p>Copy of the completed sheet handed to the person compiling the fire safety information for the responsible person at completion</p> | Building Regulations |

FILE / FOLDER REFERENCE

MARKED-UP AS-BUILT DRAWING REF AND REV

FILED BY / DATE

RESULT	Pass	Fail	N/A
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NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE _____

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

16 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.

[illegible]

17 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)

18 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

19 NOTES FOR THIS AREA

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

20 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.