

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	SYSTEM / RISER / ZONE / 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

SERVICE(S) ON THIS SHEET	PIPE MATERIAL AND JOINTING METHOD SPECIFIED	SIZE RANGE (MM)
SUPPORT SPACING SPECIFIED (M) BY SIZE	SLEEVE AND FIRE-STOPPING DETAIL SPECIFIED	TEST PRESSURE AND DURATION SPECIFIED
EXPANSION PROVISION — ANCHORS AND GUIDES PER DRAWING	FALLS SPECIFIED (MM/M)	IDENTIFICATION — COLOURS / INTERVALS

3. Materials and components on site

HOLD POINT

Pipe, duct, fitting and valve materials, sizes and grades match the specification and the schedule in section 2 — one substitution not recorded on KD-QA-SYS-005 fails this point	Spec	
Every pressure-containing component and valve carries its pressure and temperature rating; no rating below the system test pressure in section 2	Spec · TDS	
Every fitting in contact with wholesome water has evidence of conformity with the Water Fittings Regulations 1999 — listing or test-report reference recorded below	Water Regs 1999	
Data sheets on site for every product; components stored dry, off the ground and capped; open pipe and duct ends capped at the end of every shift	TDS · BESA TR/19	
DELIVERY NOTE / GRN REFS	WATER FITTINGS EVIDENCE REFS	SUBSTITUTIONS RECORDED ON KD-QA-SYS-005 (REF)

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. Route and set-out against the drawing

CHECK & RECORD

Route, levels and offsets match the drawing revision in section 1; every deviation recorded on the mark-up and agreed with the reviewer before the next trade builds around it	Drawing
Gravity pipework falls measured with a level over the run and not less than the value in section 2; no back-falls or traps that the drawing does not show	Spec · Drawing
Clearances to electrical services, hot surfaces and other pipes not less than the specification's minimum; no pipe touching another service	Spec
Coordination clashes resolved on the drawing, not by bending pipe round them on site	Practice
FALL MEASURED (MM/M) / WHERE	DEVIATIONS FROM DRAWING (MARK-UP REF)

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

5. Supports, brackets and anchors

HOLD POINT

- ☐ Support spacing measured against the table in section 2 — the largest gap found on this sheet recorded below and not larger than the specified maximum for that size Spec
- ☐ Every support fixed to the structure with the specified fixing — none hung from other services, ceiling grids, ductwork or cable containment Spec
- ☐ Anchors and guides at the drawing positions; expansion loops, bellows or offsets as drawn and free to move Drawing
- ☐ Load-bearing insulation inserts or the specified clips at every support on pipework to be insulated, so the vapour barrier stays continuous through the bracket BS 5970 · Spec
- ☐ Dissimilar metals separated at every support and connection by the specified isolation Spec

LARGEST SUPPORT GAP FOUND (M) / SIZE FIXING TYPE INTO STRUCTURE ANCHORS AND GUIDES AT DRAWING POSITIONS (Y...

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. Sleeves, penetrations and fire-stopping

HOLD POINT

- ☐ Every penetration of a fire-rated wall or floor sleeved with the specified sleeve, with the annular gap the tested fire-stopping system requires — gap measured and recorded Spec
- ☐ Sleeves project past the finished face by the specified dimension; sleeves through wet-area floors stand above the finished floor by the specified upstand Spec
- ☐ Fire-stopping installed to the tested system for that service, pipe size and element, labelled and photographed before it is covered — KD-QA-FP penetration record referenced Spec
- ☐ Penetrations through damp-proof membranes, tanking and roofing sealed to the detail on the drawing and accepted by that trade before covering Drawing

ANNULAR GAP MEASURED (MM) / DETAIL FIRE-STOPPING RECORD REF PHOTO REFS (EVERY PENETRATION)

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. Joints and jointing

WITNESS

- ☐ Press joints made with the specified tool and jaw profile — witness marks visible on every fitting and the tool's calibration date recorded TDS
- ☐ Soldered and brazed joints fully penetrated and cleaned of flux; welded joints made by a welder holding the qualification the specification names (certificate reference recorded) Spec
- ☐ Threaded joints made with the specified sealant only; no hemp or tape on systems where the specification forbids it Spec · TDS
- ☐ No joint buried in screed, a wall or an inaccessible void unless the drawing shows it and the specification allows it Spec · Drawing

PRESS TOOL REF / CALIBRATION DATE WELDER QUALIFICATION REF

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

8. Identification, valves and access

CHECK & RECORD

Every valve at the drawing position, accessible without removing another trade's work, and tagged to the valve schedule number	Drawing - Spec
Drain points at every low point and air vents at every high point as drawn; drains piped to a visible discharge	Drawing
Pipe identification colours, flow arrows and service labels to BS 1710 at the intervals in section 2, at every valve, penetration and change of direction	BS 1710 - Spec
Insulated pipework identified after insulation — on the finish, not under it	BS 1710
VALVES TAGGED TO SCHEDULE (COUNT / TOTAL)	

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

SUB SELF-CHECK — INITIALS DATE

9. Ready to close — reviewer release before ceilings and risers

HOLD POINT

Pressure test on KD-QA-ME-002 passed for this section and its certificate reference recorded — no enclosure of untested pipework	Spec
Every item above ticked and every snag closed; photographs of the whole route taken so a stranger can find every joint and support after the ceiling is up	Practice
Insulation and vapour barrier (KD-QA-ME-003) complete where the specification requires it before enclosure	BS 5970
PRESSURE TEST CERTIFICATE REF ROUTE 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

10. Records, 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
As-installed drawing for this area marked up and handed to the reviewer within the period the specification states	Spec
Every test certificate and record referenced on this sheet filed with the handover and O&M record, with this sheet	Spec
AS-INSTALLED MARK-UP REF / DATE CERTIFICATES AND RECORDS FILED (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

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?

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

12NON-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)

13PHOTO 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.