

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	PLANT ITEM / PLANT 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

PLANT ITEM AND TAG	BASE OR PLINTH DETAIL AND DIMENSIONS FROM THE DRAWING	ANTI-VIBRATION MOUNTS — TYPE, NUMBER AN...
MAINTENANCE CLEARANCES SPECIFIED (MM)	CONNECTION SEQUENCE PER SCHEMATIC	ELECTRICAL SUPPLY AND ISOLATOR (BY OTHE...

3. Base and position

HOLD POINT

- Base cast to the drawing dimensions, cured for the period the specification states, and level — deviation over the length measured and within the plant data sheet tolerance
- Drawing · TDS
- Base extends past the plant footprint by the specified margin; holding-down bolts or anchors at the data-sheet positions; drainage channel and upstand where the drawing shows them
- Drawing
- Position gives the maintenance clearances in section 2 — actual clearances measured and recorded; coil pull, filter withdrawal and door swings possible
- TDS · Spec

LEVEL DEVIATION MEASURED (MM OVER M)	CLEARANCES MEASURED (MM) EACH SIDE					
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. Setting on the mounts

WITNESS

- Mounts of the type and number in section 2 at the data-sheet positions; static deflection measured after loading and within the data-sheet range on every mount — an unloaded mount transmits vibration
- TDS
- Plant level on the mounts; no rigid bridge across an isolated plant item — pipes, conduit, containment, drains all on flexible connections
- TDS · Spec
- Inertia base filled and cured where specified; restraint or snubber devices fitted where the data sheet requires them
- Spec · TDS

DEFLECTION MEASURED PER MOUNT (MM)						
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			

5. Connections

CHECK & RECORD

- Every connection in the schematic sequence in section 2 — isolating valves, strainer, flexible connector, gauges, thermometer pockets, drain, commissioning set — present and in the right order
- Drawing · Spec
- Flexible connectors not stretched, compressed or twisted, and not used to correct misalignment; pipework supported independently within the distance the data sheet states
- TDS
- Electrical isolator within sight of the plant and the supply tested on the KD-QA-EL sheet referenced in section 2
- Spec
- Condensate drains trapped to the specified depth and run to a visible discharge; safety valve discharges piped to a safe visible point
- TDS · Spec

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Pre-start checks

HOLD POINT

- Pipework to the plant flushed and cleaned to BSRIA BG 29/2021 before the plant is connected — cleaning certificate reference recorded; strainers checked clean afterwards
- BSRIA BG 29 · Spec
- Pressure test on the connections referenced (KD-QA-ME-002); refrigerant pipework leak-tested and the F-Gas record started where the plant holds refrigerant
- Spec · F-Gas
- Manufacturer's pre-commissioning checklist completed and signed — rotation, guards, belt tension and alignment, oil level, water side vented
- TDS
- Pressure vessels and safety devices entered on the written scheme of examination where the plant forms a pressure system
- PSSR 2000

BG 29 CLEANING CERTIFICATE REF

MANUFACTURER'S PRE-START CHECKLIST SIGNED BY / 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. Ready for commissioning — reviewer release

HOLD POINT

- Every point above closed; plant released to commissioning (KD-QA-ME-011) with the references below
- Practice

TEST AND CLEANING CERTIFICATE 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

8. 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

9 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?

10 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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.