

SANITARYWARE AND SECOND FIX — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Appliances, taps, wastes and traps · fixed at the scheduled heights, sealed, connected, temperatures and flows recorded, pipew...

KD-QA-ME-008 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	ROOM / ZONE	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

SANITARYWARE SCHEDULE REF	FIXING HEIGHTS AND POSITIONS SPECIFIED	WASTE PIPEWORK SIZES AND TRAP SEAL DEPTHS SPE...
OUTLET TEMPERATURE LIMITS SPECIFIED	FLOW RATES AND PRESSURES SPECIFIED AT OUTLETS	SANITARY PIPEWORK TEST SPECIFIED

3. Before fixing — backgrounds and first fix accepted

HOLD POINT

Pattresses, noggins and fixing plates in the walls at the drawing positions before boards closed (KD-QA-DL sheet referenced); tiling and wall finishes complete where the specification requires them first

Drawing · Spec

First-fix supply and waste positions measured against the schedule before the appliance arrives — a wrong position is a first-fix defect, not a second-fix one

Drawing

Water services disinfected and the KD-QA-ME-009 certificate referenced before any outlet is connected

Spec

PATRESS RECORD REF	DISINFECTION CERTIFICATE 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. Fixing

CHECK & RECORD

Heights and positions measured and recorded against section 2 — rim, basin, WC pan, grab-rail and accessible-WC dimensions to the drawing

Drawing

Appliances level and plumb, fixed with the fixings and brackets the data sheet names into solid backgrounds — no reliance on sealant or pipework for support

TDS

Pipework connections not stressed; every appliance on an accessible isolating valve; flexible connectors of the specified type only

Spec · BS 8558

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

5. Connections, seals and temperatures

CHECK & RECORD

- Traps with the seal depth in section 2, rodding access where the drawing shows it, waste pipework falling at the specified gradient
- Approved Document H
-
-
- Sealant continuous, mould-resistant grade, tooled, with no gaps at the wall or floor junction; overflow connected and tested

Spec · TDS

Spec · HTM 04-01

OUTLET TEMPERATURES MEASURED (°C) — PER OUTLET

FLOW RATES MEASURED (L/MIN) — PER OUTLET

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Soil and waste pipework test and performance — witnessed

WITNESS

- Above-ground drainage air-tested at the pressure and duration in section 2 with every trap charged — Approved Document H gives the minimum test — and the reading recorded
- Approved Document H
-
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- Every appliance filled and discharged; no leak at any joint, trap or connection; trap seals retained after discharge of adjoining appliances

Approved Document H

TEST PRESSURE / DURATION

RESULT

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

7. 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

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

8 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?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.