

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	RISER REF / LEVELS COVERED	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

STRATEGY — COMPARTMENTED AT EACH FLOOR OR PROTECTED SHAFT	RATING — WALLS / FLOORS / DOORS (MINUTES)	LEVELS ON THIS SHEET (LIST)
RISER FLOOR FIRE-STOPPING SYSTEM AND TESTED-DETAIL REF	RISER DOOR TYPE, RATING AND CERTIFICATE REF	SERVICES CROSSING EACH RISER FLOOR

3. Riser walls and shaft enclosure HOLD POINT

Riser walls carried to the structural soffit at every level, not stopped at the ceiling; the tested build-up complete on both faces including any layer the tested detail needs on the shaft side Approved Document B · Spec

Deflection heads and wall edges sealed to a linear-joint tested detail and recorded on KD-QA-FP-002; unfilled blockwork joints, chases and putlog holes made good with the specified material BS EN 1366-4 · Practice

Sockets, boxes and ducts in the riser wall installed with the tested detail for that element — no back-to-back boxes, no unsealed board cut-outs TDS · ASFP

WALL PHOTOS BY LEVEL (REFS)	DEFECTS FOUND AND MADE GOOD
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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. Riser floors at each level — before services are boxed in HOLD POINT

Where the strategy compartments the riser at each floor — the infill system in section 2 installed to its tested detail for the opening size, support method and the services through it; supporting angles or framing fixed as the detail states BS EN 1366-3 · TDS

Every service through the riser floor sealed to its own tested detail and recorded as a line on KD-QA-FP-001 with a label and photographs; cable tray and busbar fill within the detail's limits BS EN 1366-3 · ASFP

Where the strategy protects the shaft as one — the base and head of the shaft fire-stopped to the rating and every opening into the shaft on every level sealed Approved Document B

Riser floors not used to stand on or store materials unless the detail allows a load; no infill removed by a following trade without a new line and photograph Practice

LEVELS FIRE-STOPPED AND LABELLED (LIST)	KD-QA-FP-001 SHEET REFS	PHOTO REFS BY LEVEL
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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. Riser doors

HOLD POINT

- Doorset certified to the rating in section 2 with its label or plug present; the certificate covers the wall type and the size installed BS 8214 · Spec
- Frame fixed at the certificate's centres and the gap to the wall fire-stopped with the material the certificate names; photographed before architraves BS 8214 · TDS
- Closer fitted where the schedule requires one; a riser door the strategy keeps locked shut need not self-close but carries the 'FireApproved Document B · Spec door — keep locked shut' sign; where a closer is fitted the door closes and latches from any position; lock as the schedule
- Louvres, vents or holes through riser doors only where the strategy allows them and of the tested type Spec

DOOR LABEL / CERTIFICATE REFS BY LEVEL

CLOSE-AND-LATCH TEST (WHERE A CLOSER IS FITTED) — LEVELS PASSI...

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. HOLD before the riser closes — no boxing, boarding or ceiling until released

HOLD POINT

- Every level in section 2 walked by the reviewer with the strategy drawing; walls, floors and doors complete and photographed at every level Practice
- Every penetration of a riser wall or floor appears on a KD-QA-FP-001 line with a tested-detail reference, label number and two photographs BSA 2022 · ASFP
- Nothing has been cut or disturbed since installation; late services listed and sealed before release Practice

LEVELS COMPLETE (NUMBER) 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

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

HOLD POINT

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

FILE / FOLDER REFERENCE MARKED-UP AS-BUILT DRAWING REF AND REV FILED 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

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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.