

SERVICES IN THE WALL AND PATTRESSES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

First-fix services, pattresses and fixing plates inside partitions and linings · hold before closing, released with the M&E sign-off · o...

KD-QA-DL-002 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 / WALL REFERENCE	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

SERVICES IN THIS WALL (FROM THE M&E DRAWINGS)	M&E DRAWING(S) AND REVISION	WALL FIRE / ACOUSTIC RATING
PATTRESS SCHEDULE REFERENCE	M&E CONTRACTOR'S SIGN-OFF DOCUMENT	TESTS NEEDED BEFORE CLOSING

3. Services complete — the M&E sign-off

HOLD POINT

Every service on the M&E drawing for this wall is installed and its test record (pressure, continuity, insulation resistance as applicable) is referenced below — nothing is closed on a promise

Pipework pressure-tested and left charged or capped; drain and waste pipes tested; no open ends

Cables and containment fixed within the stud, clipped at the centres the M&E specification gives, with grommets or protective plates where a cable passes through a stud web

Services do not bridge between the two faces of an acoustic or fire wall except where the tested detail allows it; back-to-back sockets offset by the distance the detail requires

Boxes, back boxes and sleeves set to finish flush with the finished face — the board thickness allowed for

Spec

Spec

Spec

Approved Document E

Drawing

TEST RECORD REFERENCES

M&E SIGN-OFF (NAME / 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		

4. Pattresses and fixing plates

HOLD POINT

Every pattress on the schedule is fitted — position and height measured against the drawing and recorded

Pattress material and thickness as the schedule states (ply thickness or steel plate); fixed to at least two studs with the fixings the data sheet gives

Pattress positions photographed with a tape in shot and marked on a copy of the drawing kept with this sheet — after boarding nobody can see them

Sanitaryware, radiator, grab rail, handrail, TV, cupboard and door-closer pattresses each ticked against the schedule

Drawing

Spec · TDS

Practice

Drawing

PATTRESSES SCHEDULED / FITTED

MARKED-UP DRAWING REFERENCE

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		

5. Penetrations, insulation and readiness to close

CHECK & RECORD

Every penetration through a fire- or acoustic-rated wall is scheduled for fire-stopping on KD-QA-DL-005 with its size and service recorded

Approved Document B

Insulation or acoustic infill (KD-QA-DL-003) can still be fitted without cutting round services — or is fitted and undamaged

Practice

Reviewer confirmed in writing that the wall may be closed; time and date recorded on the point above and on KD-QA-SYS-002

Practice

PENETRATIONS SCHEDULED (COUNT) KD-QA-SYS-002 HOLD-POINT REGISTER LINE

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

SUB SELF-CHECK — INITIALS DATE

6 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?

7 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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.