

SMOKE VENTS, AOVs AND FIRE CURTAINS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Automatic opening vents, smoke control dampers and active fire curtains · installed to the schedule, every unit operated, fail-safe...

KD-QA-FS-003 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	ZONE / STAIR / SHAFT	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

UNIT SCHEDULE AND DRAWING REF	DESIGN FREE AREA, OPENING TIME AND FAIL-SAFE STATE PER UNIT	STANDBY POWER DURATION SPECI...
CAUSE-AND-EFFECT MATRIX REF AND REVISION	MANUAL CONTROL AND OVERRIDE POSITIONS SPECIFIED	FIRE CURTAIN RATING AND DESCEN...

3. Installation

HOLD POINT

Every unit at the drawing position with the fixings, weathering and flashing the data sheet and the roofing trade's detail require; vents free to open to the full angle without fouling

Drawing · TDS

Control panel, batteries, actuators and cabling of the specified type and fire performance; cables on fire-resistant fixings on the route the drawing shows

BS 7346-8 · Spec

Fire curtain guides plumb and fixed to the structure at the data-sheet centres, head box supported independently, bottom bar clear of the floor by the specified gap when deployed

BS 8524-2 · TDS

Manual controls, fire-service override switches and their signage at the positions in section 2

BS 7346-8 · Drawing

UNITS FITTED / ON SCHEDULE

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. Functional tests — every unit, witnessed

WITNESS

Every vent and damper driven from the panel and by its manual control — opens fully within the time in section 2, closes and resets; free area not obstructed; result recorded per unit

BS 7346-8

Mains removed — every unit goes to its fail-safe state in section 2 and the panel runs on standby for the duration in section 2 with the battery voltage recorded at the end

BS 7346-8

Fire curtains descend under gravity at the specified speed on signal and on power loss, stop on obstruction where the specification requires it, and retract; every curtain recorded

BS 8524-2

Weather-sensor and comfort-ventilation overrides give way to the fire signal

BS 7346-8

UNITS TESTED / TOTAL	SLOWEST OPENING TIME (S) / UNIT	STANDBY DURATION ACHIEVED (H)
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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	WITNESSED BY THE REVIEWER — NAME			DATE	

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.