

SOLAR PV AND RENEWABLES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Roof- and ground-mounted photovoltaic arrays · structure and fixings proved before mounting, DC strings measured before coveri...

KD-QA-EL-009 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	ARRAY / ROOF AREA	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

ARRAY LAYOUT, MODULE TYPE AND STRING CONFIGURATION (DRAWING REF)	MOUNTING SYSTEM AND ROOF FIXINGS (STRUCTURAL CHECK REF)	
DC CABLE, CONNECTORS AND ISOLATORS SPECIFIED	INVERTER(S) AND AC PROTECTION SPECIFIED	G98 / G99 APPLICATION REF

3. Before mounting — structure and roof

HOLD POINT

Structural check for the array load and the fixing pull-out capacity referenced in section 2; ballast weights or fixings match it	Spec
Roof penetrations and flashings made by the roofing trade to its detail and accepted on the KD-QA-RO sheet referenced — the roof warranty is not voided by a fixing	Spec
Edge and corner zones, walkways and clearances to rooflights, vents and plant as the drawing shows	Drawing
STRUCTURAL CHECK REF	KD-QA-RO SHEET 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. Mounting and modules

CHECK & RECORD

Rails and fixings at the drawing centres; pull-out tests where the specification requires them with results recorded; rails aligned and level	Drawing · Spec					
Modules clamped at the data-sheet positions with clamps torqued to the data-sheet value; module serial numbers recorded per string	TDS					
PULL-OUT TEST RESULTS (KN) / POSITIONS	CLAMP TORQUE (NM)					
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

5. DC installation and string tests — before covering

HOLD POINT

DC cables of the specified type, supported, protected from the sun and from edges, with connectors of one type on both sides of every joint — no mismatched connector pairs

Spec · TDS

Polarity of every string checked; open-circuit voltage and short-circuit current of every string measured and within the expected range for the irradiance recorded, as BS EN 62446-1 requires

BS EN 62446-1

Insulation resistance of every string measured and recorded; DC isolators and labels fitted; frames and mounting bonded as the design requires

BS EN 62446-1

VOC / ISC PER STRING (V / A) / IRRADIANCE

LOWEST INSULATION RESISTANCE (MΩ) / STRING

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. AC installation and tests

WITNESS

AC isolator, protective devices, RCD type and surge protection as section 2; BS 7671 tests recorded on KD-QA-EL-004

BS 7671 · Spec

Generation and export metering fitted and reading; labels at the origin, the meter, the isolators and the consumer unit as BS 7671 and BS EN 62446-1 require

BS EN 62446-1

KD-QA-EL-004 REF

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. Commissioning — witnessed

WITNESS

Inverters commissioned to the manufacturer's procedure with the grid settings the network operator requires; BS EN 62446-1 commissioning test sequence completed and recorded

BS EN 62446-1 · TDS

Network operator commissioning confirmation or witness completed under G98 or G99 as the connection requires — reference recorded

ENA G98/G99

Array performance checked against the expected output for the irradiance at the time and recorded

BS EN 62446-1

OUTPUT MEASURED (KW) / IRRADIANCE

G98 / G99 CONFIRMATION REF

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. Documentation and handover

HOLD POINT

BS EN 62446-1 documentation set — system data, wiring diagram, string test results, commissioning tests, inverter settings — with the Electrical Installation Certificate and any scheme certificate the specification requires, handed over

BS EN 62446-1 · Spec

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Practice

DOCUMENT 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 / DATE...	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.