

SOUND TEST READINESS AND RESULT — RECORD

QUALITY — ONE PER AREA

Before the sound test — separating walls and floors complete with their finishes and flanking details · tests by a registered tester...

KD-QA-CO-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	TEST SET — ROOMS / DWELLINGS	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

PERFORMANCE STANDARD FOR THIS BUILDING (AIRBORNE DNT, W + CTR DB / IMPACT L'NT,...)	ACOUSTIC DESIGN / SPECIFICATION REF	TESTING ORGANISATION AND REGISTRATION SCH...
ROOM PAIRS TO BE TESTED (WALLS / FLOORS) AND WHY THESE	SEPARATING ELEMENT BUILD-UPS (FROM THE DRAWI...	TEST DATE / TIME PLANNED

3. Readiness — the elements are finished, not nearly finished

HOLD POINT

Separating walls and floors complete in every layer the design shows — linings, resilient bars or layers, insulation, floating floors, ceilings — with the fire-stopping and air-barrier records (KD-QA-FP-001, FP-002) cross-checked for the tested elements	Approved Document E			
Finishes in place — skirtings, coving, floor finishes where the design counts them; sockets and services in the separating elements sealed; no open penetrations, chases or unsealed boxes	Approved Document E			
Doors hung and closing; windows glazed and closed; ventilation openings fitted; rooms empty of stored materials and with the floor area the tester needs	BS EN ISO 16283			
Flanking details complete — junctions at external walls, corridors and floors as the drawings; nothing bridging a resilient layer	Drawing			
Both rooms of every pair accessible and quiet — no other trades working in or near them during the test	BS EN ISO 16283			
READINESS WALK BY / DATE	ITEMS OUTSTANDING (LIST / CLEARED BY)	RELEASED FOR TEST 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

4. Test and results

WITNESS

Tester registered with a recognised scheme; equipment calibration within date and referenced; measurements to the standard for airborne and for impact where floors are tested	BS EN ISO 16283		
Every result meets the performance standard in section 2 — airborne at or above the minimum, impact at or below the maximum; each result recorded against its room pair	Approved Document E		
Where a pair fails, the cause investigated (flanking, gaps, missing layers, bridged resilient layers), remedial work recorded with photos, and the pair retested; additional pairs tested where the regime requires after a failure	Approved Document E		
AIRBORNE RESULTS (DB) BY PAIR	IMPACT RESULTS (DB) BY PAIR	ALL PAIRS PASS? (Y/N — WHICH FAILED)	
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

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HOLD POINT

Practice

SENT TO BUILDING CONTROL — DATE

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME DATE

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.

[illegible]

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
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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
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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)

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continued

NCR 3 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
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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)
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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
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Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME
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Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME
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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.