

THERMAL INSULATION — CONTINUITY — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Insulation to walls, floors, roofs and services zones · type, thickness, continuity at junctions, fixings, vapour control layer · hold bef...

KD-QA-IN-001 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	ELEMENT / AREA 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

INSULATION PRODUCT, THICKNESS (MM) AND LAMBDA FROM THE SPECIFICATION	ELEMENT(S) INSULATED	JUNCTION DETAILS DRAWING AND REVISION
VAPOUR CONTROL LAYER SPECIFIED (PRODUCT / POSITION)	FIXINGS SPECIFIED (TYPE / NUMBER PER BOARD)	CAVITY BARRIERS AT THIS ELEMENT? (Y/N)

3. Materials on site

CHECK & RECORD

Product, thickness and declared thermal conductivity on the packaging match section 2 — a thicker board of a worse product is not a substitute without a revised calculation Spec · TDS

Boards and rolls dry, undamaged, stored off the ground and covered; batches recorded TDS

PRODUCT / THICKNESS / BATCH

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE				

4. Insulation fitted — before it is closed

HOLD POINT

Thickness measured at three points per element and equal to section 2; multiple layers with joints staggered by at least 300 mm	Spec · TDS
Boards butted tight with no gaps over 5 mm, and none at all where the data sheet requires taped joints; rolls and batts filling the full depth between studs, joists or rafters with no compression and no sagging	Approved Document L
Continuity at every junction on the detail drawing — wall to floor, wall to roof, at openings, at penetrations and behind services — the insulation line unbroken; every gap closed with cut insulation or the specified foam, not left	Approved Document L
Fixings the type and number in section 2 per board, heads flush; insulation not bridged by rigid fixings or brackets beyond what the detail allows	TDS
Ventilation paths the drawing requires (eaves, cold roof voids) kept open — insulation not stuffed into them; cavity barriers on the fire strategy drawing fitted and not displaced	Approved Document B
Photographed at each junction type and each element with a tape in shot before it is covered — the photographic evidence	Approved Document L

THICKNESS MEASURED (MM) AT THREE POINTS LARGEST GAP FOUND AND CLOSED (MM) PHOTO REFS BY JUNCTION

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. Vapour control layer

HOLD POINT

☐	Vapour control layer on the side of the insulation section 2 gives (the warm side unless the drawing differs), continuous, laps at least the data-sheet width (100 mm is commonly quoted) and taped or sealed with the specified tape	BS 5250 · TDS
☐	Every penetration through the layer (cables, pipes, ducts, fixings) sealed with the specified tape, grommet or sealant; no unsealed tears	BS 5250
☐	Layer sealed to the air barrier or the adjacent element at its edges where the detail shows the two joining	Drawing
LAP WIDTH MEASURED (MM)		PENETRATIONS SEALED / FOUND

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. Snagging closed and handover

HOLD POINT

☐	Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it	Practice
☐	Photographs of every covered-up element on this sheet filed against the photo references before the next trade closes it — the evidence the Building Regulations submission and the warranty provider ask for	Approved Document L
☐	Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed and the instruction not to cut or displace insulation or the air barrier without a repair to this sheet's standard	Practice
HANDLED TO (TRADE / NAME / DATE)		KD-QA-SYS-009 REFERENCE

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 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?

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.