M&E first fix inspection

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Confirm coordinated services drawings, approved changes and installation zone.		
2	Check containment, pipework, ductwork and equipment against approved submissions.		
3	Check routes, sizes, supports, spacing and load provisions against approved design.		
4	Inspect segregation, clearances, access for maintenance and service interfaces.		
5	Check sleeves, builders-work openings and structural approval for penetrations.		
6	Inspect joints, bends, insulation and corrosion or condensation protection as specified.		
7	Confirm bonding/earthing provisions and identification where applicable.		
8	Record specified pressure, leakage, continuity or other first-fix test results.		
9	Check fire/acoustic sealing responsibilities and record concealed installation evidence.		
10	Obtain discipline inspection release before closing walls or ceilings; log unresolved items.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

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Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / INSPECTION RESULTS AND TRACEABILITY

Item / location / batch	Required value / criterion	Actual value / test result	Evidence / photo ref.

Outstanding actions / NA reasons / restrictions / attached continuation sheet references

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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