

QUALITY — ONE PER AREA

KD-OA-DS-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	DOOR 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

DOOR TYPE AND SCHEDULE REFERENCE	ON AN ESCAPE ROUTE? (Y/N)	LOW-ENERGY OR FULL-ENERGY OPERATION
ACTIVATION AND SAFETY SENSORS SPECIFIED	CLEAR OPENING WIDTH REQUIRED (MM)	FIRE ALARM / ACCESS CONTROL INTERFACES

3. Installation

3. Installation			HOLD POINT
Header or track fixed to the structure with the fixings the data sheet gives — level within 1 mm per metre; fixings into the structure named on the drawing, not into the glazing or finishes			TDS - Drawing
Leaves plumb, running freely by hand with the operator disengaged; floor guides fixed and level; threshold level or within the specification's figure (15 mm is the commonly quoted maximum upstand)			Approved Document M
Clear opening width measured at full open against section 2; glazing marked as safety glass with manifestation where the specification requires it			Approved Document M
Power, fire alarm and access control connections made as the M&E schedule states; isolator accessible and labelled			Spec
TRACK LEVEL (MM PER M)	CLEAR OPENING MEASURED (MM)	THRESHOLD UPSTAND (MM)	

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. Sensors, forces and speeds

4. Sensors, forces and speeds		HOLD POINT
Activation sensors detect a person approaching from both sides across the full width the data sheet gives; safety sensors stop or reverse the leaves on an obstruction in the closing path and the swing path — each test recorded	BS EN 16005	
Opening and closing speeds and hold-open time set within the commissioning record's figures; closing force and kinetic energy within the limits on the commissioning record for low-energy or full-energy operation as section 2	BS EN 16005 · TDS	
Finger-trap protection at the hinge or the closing edge as the data sheet requires; guards and screens fitted where the risk assessment calls for them	BS EN 16005	
Commissioning record completed by the installer with every test result and the settings, and filed; installer's risk assessment for the door in the file	BS EN 16005	
SENSOR TESTS (BOTH SIDES / OBSTRUCTION) — RESULT		SPEEDS / HOLD-OPEN / FORCE SETTINGS

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

AUTOMATIC DOORS — QUALITY INSPECTION CHECKLIST

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5. Fail-safe, signage and handover

HOLD POINT

- Escape route doors: on power failure and on the fire alarm signal the door opens, or unlocks and can be pushed open (break-out) without a key or tool — tested by cutting the power and by operating the alarm; result recorded BS EN 16005
- Emergency stop or isolation where the data sheet requires it; manual operation possible with the operator disengaged TDS
- Signage on the door and the glazing as the data sheet and the specification require (automatic door, keep clear, push in emergency); manifestation fitted Spec
- Declaration of conformity for the completed door and the instructions handed over; keys, fobs and the programme switch settings listed Spec
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice

POWER-FAIL / ALARM TEST — RESULT

DECLARATION / COMMISSIONING RECORD 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

6 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?

7 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

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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)

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

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

AUTOMATIC DOORS — QUALITY INSPECTION CHECKLIST

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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.