

CURTAIN WALLING AND STRUCTURAL GLAZING — QUALITY INSPECTION CHECK... QUALITY — ONE PER AREA

Brackets, mullions, transoms and every interface proved BEFORE glazing; then the hose test · one sheet per elevation or zone KD-QA-CL-004 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	ELEVATION / ZONE / GRIDLINES	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

CURTAIN WALL DRAWINGS, BRACKET LAYOUT AND REVISION	SYSTEM (PRODUCT / STICK OR UNITISED / GLAZING METHOD)	BRACKET / ANCHOR TYPE AND TEST REGIME
INSTALLATION TOLERANCES (SPECIFICATION / CWCT)	INTERFACES ON THIS ELEVATION (LIST)	SITE WATER TEST METHOD AND EXTENT (SPECIFICATI...

3. Materials on site — the tested build-up, nothing else

Every product is the one on the façade specification and the tested or classified build-up for this wall — panel, insulation, membrane, cavity barrier, bracket, rail and fixing; the declaration of performance or classification report for each referenced; the material approval on KD-QA-SYS-005 referenced	Spec · TDS
No substitution of any product in the external wall without the designer's written agreement and, on a higher-risk building, the change-control record; the reference recorded here	HRB Procedures
Batch numbers and delivery references recorded; materials stored as the data sheet states and protected from damage	TDS
PRODUCT / CLASSIFICATION REPORT REFS	SUBSTITUTIONS AND THEIR CHANGE-CONT...

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. Brackets and anchors

Every bracket is the type in section 2 at the position and level drawn, anchored as the data sheet states with anchors site-tested at the regime in section 2; results recorded; slab-edge line and level surveyed and within the tolerance the design assumed	BS 8539 · Drawing					
Brackets adjusted and locked — serrations engaged, bolts torqued as the data sheet states — and photographed before the mullions cover them	TDS					
ANCHOR TESTS — COUNT / LOAD / RESULTS						
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. Mullions and transoms

HOLD POINT

Mullions plumb and transoms level within the tolerance in section 2 — surveyed; the worst reading recorded; expansion joints and sleeves in mullions at the positions and with the gaps the data sheet states

CWCT · Drawing

Transom-to-mullion connections made with the cleats, screws and sealant the data sheet names; drainage and pressure-equalisation paths open — weep holes and drainage slots not blocked by sealant

TDS

Fire-stopping at every slab edge and floor line of the tested system drawn, continuous and photographed before spandrel panels or ceilings cover it

Approved Document B

WORST PLUMB / LEVEL READING (MM) / WHERE

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. Interfaces — before glazing

HOLD POINT

Every interface in section 2 formed to the detail drawing — EPDM or membrane bonded and lapped as the data sheet states, cavity closers and fire barriers in place, drips and flashings fitted — and photographed before it is covered

Drawing · TDS

Air seal continuous around every perimeter; the air barrier line traced by eye without a break

CWCT

PHOTO REFS — INTERFACES

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. Glazing and infill panels

HOLD POINT

Glass units and panels of the specification on the schedule — marks checked against the schedule, safety glass at the locations drawn; units seated on setting blocks of the size and at the positions the data sheet shows

Drawing · TDS

Structural glazing bonded with the silicone the system certificate names, bead dimensions as the data sheet, cure time respected before the temporary retention is removed; the bonding record referenced

TDS

Pressure plates and caps fixed at the torque and centres the data sheet states; gaskets continuous, mitred and bonded at corners

TDS

GLASS MARKS CHECKED / BONDING 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

8. Seals and weathering

HOLD POINT

Perimeter and joint sealants of the product the specification names on a backing rod at the depth the data sheet states, tooled, applied within the data-sheet temperature range; adhesion test on the first joints and the result recorded

TDS

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. Site water test

HOLD POINT

Hose test or spray test by the method and to the extent in section 2 on completed areas including interfaces, with an observer inside; any ingress recorded, its cause found, repaired and re-tested; the report referenced

CWCT

TEST REPORT REF / AREAS TESTED / RESULT

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

10. Protection

CHECK & RECORD

Glass and finishes protected from weld spatter, mortar, plaster and concrete splash; protective tape removed within the data-sheet time; damage recorded

TDS

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

11. Records for the golden thread

HOLD POINT

Every photograph, test result and certificate referenced on this sheet is in the photo log and the handover file for this elevation; the as-built build-up recorded where it differs from the drawing

Practice

Hold recorded on KD-QA-SYS-002

Practice

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

12 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?

13 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)

14 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

15 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

16 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.