

DEMOUNTABLE AND GLAZED PARTITIONS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Demountable, glazed and framed screen systems · set-out, level and plumb, deflection heads, safety glazing, manifestation, acou...

KD-QA-PT-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 | ROOM / SCREEN 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

|                                     |                                       |                                |
|-------------------------------------|---------------------------------------|--------------------------------|
| PARTITION SYSTEM AND TYPE REFERENCE | LAYOUT DRAWING AND REVISION           | BS 5234 DUTY GRADE SPECIFIED   |
|                                     |                                       |                                |
| ACOUSTIC RATING SPECIFIED (DB)      | GLASS TYPE / THICKNESS / SAFETY CLASS | DEFLECTION HEAD ALLOWANCE (MM) |
|                                     |                                       |                                |

3. Area ready and materials on site

CHECK & RECORD

|                                                                                                                                                                    |                                                |      |     |                 |              |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|------|-----|-----------------|--------------|--------------------|
| Building weathertight; floor and ceiling finished to the levels the system needs (the system's level tolerance recorded); no wet trades still to come in this area | Practice                                       |      |     |                 |              |                    |
| System, glass and door components delivered match the specification — type reference, glass thickness and safety class marked on each pane                         | Spec · TDS                                     |      |     |                 |              |                    |
| Glass stored on edge on padded blocks, not flat and not leaning at the wall bottom; components undamaged; finishes protected                                       | TDS                                            |      |     |                 |              |                    |
| KD-QA-SYS-009 REFERENCE                                                                                                                                            | GLASS MARKS CHECKED (TYPE / THICKNESS / CLASS) |      |     |                 |              |                    |
|                                                                                                                                                                    |                                                |      |     |                 |              |                    |
| RESULT                                                                                                                                                             | Pass                                           | Fail | N/A | NCR REF IF FAIL | PHOTO REF(S) | Date/time on photo |
| SUB SELF-CHECK — INITIALS                                                                                                                                          | DATE                                           |      |     |                 |              |                    |
|                                                                                                                                                                    |                                                |      |     |                 |              |                    |

4. Set-out and levels

WITNESS

|                                                                                                                                                       |                                           |                                  |      |                 |              |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------|------|-----------------|--------------|--------------------|
| Screen lines set out from the drawing gridlines — position within ±5 mm of the drawing dimension or the specification's tolerance; recorded           | Drawing                                   |                                  |      |                 |              |                    |
| Floor level along the screen line measured — variation within the system's adjustment range; packers or a levelling strip where the data sheet allows | TDS                                       |                                  |      |                 |              |                    |
| Door and module positions match the layout; module widths measured against the drawing so the last module is not a sliver                             | Drawing                                   |                                  |      |                 |              |                    |
| LARGEST SET-OUT DEVIATION (MM) AND WHERE                                                                                                              | FLOOR LEVEL VARIATION ALONG THE LINE (MM) |                                  |      |                 |              |                    |
|                                                                                                                                                       |                                           |                                  |      |                 |              |                    |
| 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 |                 |              |                    |
|                                                                                                                                                       |                                           |                                  |      |                 |              |                    |

5. Head and base tracks and the deflection head

HOLD POINT

- Head track fixed to the structure or to a structural bulkhead at the centres the data sheet gives — NOT to the ceiling tiles or grid unless the system data sheet allows it TDS
- Deflection allowance at the head measured and recorded; glazing and mullions clear of the head by that allowance; no rigid fixing through the head TDS · Drawing
- Base track fixed at the specified centres with fixings suited to the floor; acoustic seal or gasket continuous under the base track and at the head where the acoustic rating requires it BS 5234-1 · TDS
- Track plumb and straight — within 3 mm over 2 m; abutments to walls sealed with the system's gasket or the specified sealant BS 5234-1

DEFLECTION ALLOWANCE MEASURED (MM) FIXING TYPE AND CENTRES WORST PLUMB (MM OVER 2 M)

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. Frames, glazing and doors

CHECK & RECORD

- Safety glass (marked class) in every critical location — glazing in doors and within 300 mm of a door edge up to 1500 mm above the floor, and glazing below 800 mm in walls; marks recorded per pane Approved Document K
- Manifestation on glazed screens where the specification or Approved Document K requires it — two bands at 850–1000 mm and 1400–1600 mm above the floor, or the design's alternative Approved Document K
- Glass seated on setting blocks, gaskets fully engaged and not stretched; no glass-to-metal contact; edge cover as the data sheet states TDS
- Doors hung with even gaps (2–4 mm at head and sides, or the system's figure), closers adjusted, ironmongery per the schedule; frameless glass doors — patch fittings torqued as the data sheet states Spec · TDS
- Modules plumb within 3 mm over 2 m; mullions straight; faces flush at joints within 1 mm BS 5234-1

SAFETY GLASS MARKS (PER PANE / SCHEDULE) MANIFESTATION HEIGHTS (MM) DOOR GAPS (MM)

RESULT Pass Fail N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Acoustic seals — before ceilings and finishes close them

HOLD POINT

- Perimeter seals at head, base and abutments continuous with no gaps — checked with a torch from the other side BS 5234-1 · TDS
- Above-ceiling acoustic barrier or bulkhead complete across the screen line to the soffit where the acoustic rating requires it, and sealed at every service crossing Approved Document E
- Junctions between glazed and solid modules, and mullion-to-glass joints, sealed with the system gasket or the specified sealant; no gaps visible against light TDS
- Photographed before the ceiling is closed with the screen reference in shot Practice

ABOVE-CEILING BARRIER COMPLETE PHOTO REFS

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. 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
- Protective film left on glass and finishes until the specification says it comes off; area clean; finishes undamaged Practice
- Photographs of every covered-up seal and head detail on this sheet filed against the photo references Practice
- Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed Practice
- HANDED 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            |              |                    |

9 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? |
|-----|----------------------------|--------------|-----------------|------------------------|-----|
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |
|     |                            |              |                 |                        |     |

10 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) |
|                 |                                        |              |

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.