

DOORS, FRAMES AND IRONMONGERY — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Internal doorsets, frames and linings · fixing, plumb and square, leaf gaps, ironmongery, closers, access dimensions and signage...

KD-QA-CJ-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	DOOR REFERENCE(S)	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 SCHEDULE REFERENCE AND LEAF TYPE / SIZE	FRAME / LINING AND FIXING SPECIFIED	LEAF GAPS SPECIFIED (MM)
IRONMONGERY SET REFERENCE	CLEAR OPENING WIDTH REQUIRED (MM)	VISION PANEL SPECIFIED?

3. Materials on site

CHECK & RECORD

Joinery items match the schedule and the specification — sizes, species or finish, fire rating where scheduled; delivery checked against the schedule and damage recorded	Spec
Timber moisture content measured on delivery and within the specification's range for internal joinery; stored flat, dry, off the floor, in the heated building where the specification requires	BS 8000-5 · NHBC 9.4
Building weathertight, wet trades dry, heating on where the specification requires it before joinery is fixed	BS 8000-5
MOISTURE CONTENT READINGS (%)	DELIVERY NOTE / DAMAGE RECORDED

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

4. Frames and linings — before architraves

HOLD POINT

Frame plumb within 2 mm over its height on both jambs and square — diagonals equal within 3 mm; head level; recorded	BS 8000-5
Frame fixed at the centres the specification gives (600 mm typical, first fixing within 150 mm of each end) with packers at every fixing; fixings do not distort the jamb	BS 8000-5 · Spec
Gap between frame and wall packed and, where the wall is fire- or acoustic-rated, filled with the material the wall's tested detail names; recorded	Approved Document B
Frame set to the finished floor level so the specified floor gap is achieved after the floor finish; threshold detail as drawn	Drawing
Photographed before architraves cover the fixings and packing	Practice
PLUMB (MM OVER HEIGHT) / DIAGONALS (MM)	FIXING CENTRES (MM) / PACKING MATERIAL

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. Leaf hanging and gaps

HOLD POINT

- Leaf hung on the number and type of hinges the schedule gives, hinges recessed flush and screwed with every screw; leaf swings freely without binding and stays where it is put BS 8000-5
- Gaps at head and both sides even and within section 2 (2–4 mm is the usual figure); gap at the floor as specified over the finished floor; readings recorded Spec · BS 8000-5
- Leaf flush with the frame face when closed — no twist or bow over 3 mm in the leaf; stops fitted so the leaf closes without rattle BS 8000-5
- Door and frame free from dents, scratches and machining marks; edges and lippings sound; factory finish undamaged NHBC 9.4

GAPS HEAD / HINGE SIDE / LOCK SIDE / FLOOR (MM)

TWIST OR BOW (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

6. Ironmongery, closers and access

CHECK & RECORD

- Every item on the ironmongery set fitted at the scheduled height, aligned and working — latch engages, lock throws, lever returns, keys labelled Spec
- Closer the model in the schedule, fitted to the template and adjusted — closes and latches from any position without slamming; hold-open only where the schedule allows it TDS
- Opening force measured where the door is on an accessible route — not more than 30 N from 0° to 30° and 22.5 N from 30° to 60°, or the specification's figure; recorded Approved Document M
- Clear opening width measured against section 2; vision panel zone (500 mm to 1500 mm above floor is the commonly quoted zone) where specified; visual contrast of the leaf or frame against the wall where specified Approved Document M
- Kick plates, push plates, signage and door numbers fitted as scheduled; signage at the height the schedule gives Spec

OPENING FORCE (N) AT 0–30° / 30–60°

CLEAR OPENING WIDTH MEASURED (MM)

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

SUB SELF-CHECK — INITIALS DATE

7. 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
- Finished joinery protected until handover; area clean; keys, spare ironmongery and certificates in the handover file Spec
- Viewed in daylight from 2 m — no visible defects NHBC 9.1

KEYS / SPARES HANDED OVER (LIST)

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 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?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.