

ESCAPE DOORS AND FINAL EXITS — PANIC HARDWARE, ELECTRIC LOCKING AND RELEASE — QUALITY — ONE PER AREA

Every door on an escape route opens in the direction of escape without a key, electric locks release on the alarm, on power loss... KD-QA-DS-007 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	ESCAPE ROUTE / FLOOR	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

FIRE STRATEGY / ESCAPE ROUTE DRAWING AND REV	ESCAPE DOORS ON THIS SHEET (NUMBERS)	CLEAR WIDTH REQUIRED AT EACH DOOR (MM)
PANIC / EMERGENCY EXIT HARDWARE SPECIFIED PER DOOR	ELECTRIC LOCKING AND RELEASE METHOD PER DOOR	CAUSE-AND-EFFECT REF FOR DOOR RELEASE

3. Swing, hardware and clear width HOLD POINT

Every door swings in the direction of escape where the strategy requires it; no escape door fitted with a bolt, hasp, chain or key-operated lock that can hold it shut while the building is occupied Approved Document B

Panic bar or push pad, or the emergency exit device the schedule names, fitted and operating with a single action from the inside; the outside access device cannot lock the door against escape Approved Document B · Spec

Clear opening width measured at 90 degrees open, between the leaf face and the stop or the other leaf, less any projecting handle, and at least the figure in section 2 Approved Document B

Vision panels where the strategy requires; hold-open devices only of the alarm-linked type and released as KD-QA-DS-004 Approved Document B

CLEAR WIDTH MEASURED (MM) BY DOOR	DOORS WITH ANY ADDITIONAL LOCKING FOUND AND REMOVED
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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. Electric locking and release HOLD POINT

Each electrically locked escape door releases on the fire alarm signal, on loss of power to the lock and at the green break-glass unit beside the door; all three tested per door with the alarm engineer and recorded Approved Document B · Spec

Delayed or controlled egress only where the strategy names the door and the delay, and the release still occurs on the alarm; the sign the strategy requires is fitted Spec

Locks re-secure only by deliberate reset, not automatically while the alarm stands; readers, request-to-exit devices and door position switches wired as the schedule and labelled Spec

ALARM / POWER-LOSS / BREAK-GLASS TESTS BY DOOR — RESULT	WITNESSED BY (ALARM ENGINEER) / DATE
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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. Final exits and the outside

CHECK & RECORD

- Outside every final exit — a level landing, a clear route to the assembly point, external lighting working and nothing stored, parked or planted across the door swing
- Approved Document B
- Yard gates, compound gates and any door on the route beyond the final exit openable from inside without a key during occupation
- Approved Document B
- Escape signage and exit signs as the drawing; the outside face signed so the door is kept clear
- Spec

OBSTRUCTIONS FOUND / CLEARED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Handover

CHECK & RECORD

- Test record, cause-and-effect demonstration and keys in the handover file; the responsible person told which doors are electrically locked and how they release
- Spec
- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Practice

HANDOVER FILE REF

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7 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?

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.