

FIRE DOOR SURVEYS AND REMEDIATION — QUALITY INSPECTION CHECKLIST **QUALITY — ONE PER AREA**

Survey of existing and newly installed fire doorsets · certification, gaps measured, seals, closer, glazing, ironmongery, signage pe... KD-QA-FP-005 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	CORRIDOR / FLOOR / DOOR GROUP	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 DOOR SCHEDULE / DRAWING AND REV	DOORS ON THIS SHEET (NUMBER / REFS)	RATINGS REQUIRED (E.G. FD30S / FD60S)
CERTIFICATION EVIDENCE EXPECTED PER DOOR (LABEL / CERTIFICATE / DATA SHEET)	GAP CRITERIA FROM THE DOOR'S CERTIFIC...	PERMITTED REPLACEMENT COMPONENTS (REF)

3. Survey — every door on the schedule, measured

CHECK & RECORD

Certification label, plug or certificate found for the leaf and the frame and its reference recorded; a door with no traceable evidence is recorded as unproven, not assumed Spec · BS 8214

Gaps measured with a gauge at head, both jambs and threshold and recorded in mm — the criterion is the door's own certificate, and where it gives nothing, the practice figure of 2–4 mm at head and jambs BS 8214

Intumescent and smoke seals continuous, correct for the rating, not painted over or damaged; seals fitted where the certificate places them BS 8214 · TDS

Closer fitted and closing the leaf fully into the latch from any opening angle; hold-open devices released by the alarm where fitted BS 8214

Hinges the number and grade the certificate requires, screws all present; glazing the certified type with the certified beads and seals; signage both faces as the fire strategy requires BS 8214 · Drawing

Leaf, frame and stops undamaged; no unfilled holes or unsanctioned ironmongery; frame-to-wall gap fire-stopped to a tested detail BS 8214 · BS EN 1366-4

SURVEYED BY / DATE	GAP GAUGE / INSTRUMENTS USED	DOOR-BY-DOOR SURVEY SCHEDULE ATTACHED (REF)				
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

4. Door record — line 1

one line per door; attach a schedule where more than four

CHECK & RECORD

Door surveyed against every item in point 3; gaps in mm; result recorded as pass, remediate or replace BS 8214

DOOR REF	RATING	CERTIFICATION REF	GAPS H / J / J / T (MM)	SEALS / CLOSER / HINGES	RESULT	PHOTO REF
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

5. Door record — line 2

CHECK & RECORD

Door surveyed against every item in point 3; gaps in mm; result recorded as pass, remediate or replace BS 8214

DOOR REF	RATING	CERTIFICATION REF	GAPS H / J / J / T (MM)	SEALS / CLOSER / HINGES	RESULT	PHOTO REF
RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE					

6. Door record — line 3

CHECK & RECORD

Door surveyed against every item in point 3; gaps in mm; result recorded as pass, remediate or replace BS 8214

DOOR REF	RATING	CERTIFICATION REF	GAPS H / J / J / T (MM)	SEALS / CLOSER / HINGES	RESULT	PHOTO REF

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

7. Door record — line 4

CHECK & RECORD

Door surveyed against every item in point 3; gaps in mm; result recorded as pass, remediate or replace BS 8214

DOOR REF	RATING	CERTIFICATION REF	GAPS H / J / J / T (MM)	SEALS / CLOSER / HINGES	RESULT	PHOTO REF

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

8. Remediation — only with components the certification permits

HOLD POINT

Every defect from the survey listed against its door with the remedy; remedies use only components the door's certification data permits — seals, closers, hinges, glazing, beads — with the data sheet reference recorded BS 8214 · TDS

Leaves trimmed only within the certificate's limit; a leaf that needs more is replaced, not planed BS 8214

Doors recorded as unproven in the survey either evidenced (certificate found) or replaced with a certified doorset; the decision and its evidence recorded Building Regulations

Frame-to-wall gaps fire-stopped to a tested detail and recorded on KD-QA-FP-001 where they were open BS EN 1366-4

Work done by an installer registered with a third-party certification scheme where the specification requires it; registration recorded Spec

REMEDICATION SCHEDULE REF	COMPONENT DATA SHEET REFS USED	REMEDIED BY / DATE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

9. Re-inspection — before decoration and handover

HOLD POINT

Every remediated or replaced door re-surveyed against point 3 by someone other than the person who did the work; gaps re-measured and recorded BS 8214 · Practice

Every door on the schedule now a pass; the door-by-door record complete with certification reference, gaps and photo Practice

Doors handed to decoration with the instruction that seals, labels and closers are not painted; decoration sheet reference recorded BS 8214

Door register for the responsible person's fire safety records completed from this sheet RRO 2005

DOORS PASSING (NUMBER)	RE-INSPECTED BY (NOT THE FIXER) / DATE

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

10. Golden-thread record — this sheet and its evidence filed against the location

HOLD POINT

BSA 2022

Drawing

BSA 2022

Building Regulations

FILE / FOI DER REFERENCE

MARKED-UP AS-BUILT DRAWING REF AND REV

FILED BY / DATE

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

11 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.

[illegible]

12 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
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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
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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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.