

FIRE DOORS AND FRAMES DECORATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Painting fire door sets without compromising them · labels, seals, gaps, closers · one sheet per door set or group

KD-QA-PD-010 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 SET(S) / CORRIDOR	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 DATA SHEET, NOT FROM MEMORY

DOOR SET REFERENCE(S)	FIRE RATING	TEST EVIDENCE / CERTIFICATE REF	COATING SYSTEM
COLOUR REFERENCE(S)	SEAL TYPE (INTUMESCENT / SMOKE / COMBINED)	DATA-SHEET LIMITS	

3. Materials on site

HOLD POINT

Products, sheen and colours match the specified system (section 2) and the finishes schedule	Spec
Colour checked against the schedule BEFORE application — a wrong colour applied is the applicator's cost, not the manufacturer's	TDS
Batch numbers recorded; ONE batch per area; tinted colour bought in one lot for the whole job including touch-in	NBS M60 · TDS
Where more than one can of a colour is used in the same area, packs intermixed before use	TDS
Every tin within shelf life; data sheets on site for every product	Spec
Stored dry and frost-free; frost-damaged material not used	NHBC 9.5.3

BATCH NUMBERS (PER PRODUCT)

DELIVERY NOTE / GRN 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		

4. Door set acceptance — before any coating

HOLD POINT

Certification label / plug present and legible on every leaf; recorded below; label protected — never painted over	BS 8214 · test evidence
Intumescent and smoke seals continuous, undamaged, correctly seated; seals masked — not painted	test evidence
Gaps measured: leaf to frame and leaf to floor within the test evidence tolerances BEFORE coating (record)	BS 8214 · test evidence
Closer, hinges, latch and signage present and working; ironmongery removed or masked for painting	NBS M60
Glazing beads and vision panels: tested-scope glazing; beads not to be over-thickened by paint	test evidence
Any door failing the above is reported to the reviewer — decoration does not proceed on a defective fire door	RRO 2005

LABEL REFS RECORDED (LEAF BY LEAF)

GAPS MEASURED (MM) — HEAD / SIDES / FLOOR

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. Environmental conditions — before coating, every day

CHECK & RECORD

	Air and surface temperature at or above the data-sheet minimum for the product in use (trade emulsions typically 8–10 °C)	TDS
	Relative humidity at or below the data-sheet maximum (typically 80 %) during application AND drying	TDS
	Surfaces free from condensation; not painted until any moisture on the surface has evaporated	NHBC 9.5.4
	Adequate ventilation during application and drying; conditions will hold until the coat is dry	TDS
	Readings logged — the ambient-conditions log (KD-QA-SYS-006) is kept for the file	BS 6150 Cl. 10

DATE / TIME AIR °C SURFACE °C RH % IF OUTSIDE LIMITS — ACTION TAKEN

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

SUB SELF-CHECK — INITIALS DATE

6. Preparation and priming

WITNESS

	Existing coating keyed; bare areas primed; edges included; no build-up in the rebate that would alter the gap	NBS M60
	Seals, labels and glazing masked; masking checked	test evidence

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

7. Finish coats

HOLD POINT

	Coats applied thin and even to edges and rebates — total paint build does not close the tested gap	test evidence · BS 8214
	Sheen and colour consistent; no runs; sharp lines	NBS M60
	Masking removed; seals and labels clean; no paint on seals, hinges, closer arm or latch	test evidence
	Inspected in daylight from 2 m with no artificial light on the surface	NHBC 9.1.10

COATS APPLIED VIEWING CONDITIONS

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. Post-decoration fire-door check and handover

HOLD POINT

	Gaps re-measured after coating and within tolerance; door closes fully onto the latch from any angle under the closer	BS 8214 · test evidence
	Label legible; seals intact; signage refitted; ironmongery refitted and working	RRO 2005
	Fire door record updated for each leaf — decoration date, coats, gaps before and after	RRO 2005 · golden thread
	Protection removed; area clean; fixtures, fittings and furniture reinstated	NHBC 9.5.10
	Spare touch-up paint (same batch) and the colour schedule handed over for maintenance	TDS

GAPS AFTER COATING (MM) — HEAD / SIDES / FLOOR

FIRE DOOR RECORD UPDATED (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

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 (WALL / ELEMENT / HEIGH...	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	2026-08-28	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.