

FIRE DOORS — INSTALLATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Timber fire doorsets · certificate and label, frame installation and packing, leaf gaps, intumescent and smoke seals, ironmongery...

KD-QA-CJ-002 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	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 RATING SCHEDULED (MINUTES) AND SMOKE CONTROL (SA/S200)	DOORSET CERTIFICATE / LABEL REFERENCE	GAPS THE CERTIFICATE ALLOWS (MM)
INTUMESCENT / SMOKE SEAL SPECIFIED	IRONMONGERY SET REFERENCE	WALL TYPE AND FIRE RATING

3. Certificate and label — before installation

HOLD POINT

Doorset or door leaf and frame carry a permanent label or plug with the certification reference that matches section 2; the certificate or test report is on site and covers the leaf size, frame material, glazing and ironmongery being fitted

BS EN 1634 · BS 8214

Leaf, frame, glazing, seals and ironmongery are the items the certificate names — nothing substituted; deviations covered by a written assessment from the certifier, not by opinion

BS 8214

Leaf not cut down, planed or trimmed beyond the certificate's allowance; lippings intact; no site-cut vision panels

BS 8214

LABEL / PLUG REFERENCE ON THIS DOOR	CERTIFICATE / ASSESSMENT REFS ON SITE

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. Frame installation and packing

HOLD POINT

Frame fixed at the centres and with the fixings the certificate gives (600 mm is the commonly quoted maximum) with solid packing at every fixing; plumb within 2 mm over its height; diagonals equal within 3 mm

BS 8214

Gap between frame and wall filled full depth with the material the certificate or the wall's tested detail names (intumescent mastic, mineral wool or the specified product), and covered by architraves only after this point is released

BS 8214

Wall the fire rating in section 2 and carried to the soffit — KD-QA-DL-004 or KD-QA-PT-002 reference recorded

Practice

Photographed before architraves cover the packing

Practice

FIXING CENTRES (MM) / PACKING MATERIAL	WALL SHEET REFERENCE	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		

HOLD POINT

BS 8214

BS 8214

BS 8214

BS 8214 · TDS

BS 8214

CLOSES AND LATCHES FROM 5° OPEN

Date/time on photo

TIME DATE

CHECK & RECORD

Approved Document B

Practice

Practice

KD-OA-SYS-002 LINE

Date/time on photo



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.

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continued

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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	2026-08-29	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.