

INSPECTION AND TEST PLAN — DOORS AND SHUTTERS

Certificate before installation, forces and fail-safes tested, every fire door measured and labelled

PLAN — ONE PER PACKAGE

KD-ITP-DS-012 Rev A0

An inspection and test plan is the list of what will be inspected or tested at each stage of this package, against what acceptance criterion and how often, who holds the work, witnesses it, keeps it under surveillance or reviews the record, and which record proves it. On a door package the certificate is checked before the doorset is fitted, because a fire or security rating cannot be added afterwards; every powered door has its forces tested and every fire door has its gaps measured and its label recorded. The stages below are the ones the area checklists cover, so the R column points to a sheet that exists — the KD-QA sheets are the records; the package cover sheet KD-QA-SYS-001 is the cover the client signs with the register of sheets raised under it; this is the plan behind both. Where this plan exists, section 3 of KD-QA-SYS-001 (and of KD-QA-PD-100 for decoration) is completed as "see this plan" and the letters are agreed here, so nothing is agreed twice. Nothing on this sheet is an acceptance value: the specification reference and the criterion are written in from the specification, and H, W, S and R are agreed with the client before the first stage starts. A failed hold raises KD-QA-SYS-007 and the line stays open until it is re-inspected.

1 PACKAGE

PROJECT / SITE REF	SITE	DATE	PACKAGE / SUBCONTRACTOR	PLAN PREPARED BY
SPECIFICATION, DRAWINGS AND REVISIONS THIS PACKAGE IS BUILT TO	PRINCIPAL CONTRACTOR'S REVIEWER	CLIENT'S REPRESENTATIVE	NOTICE FOR H AND W POINTS	PLAN REV

2 THE PLAN — ONE LINE PER STAGE, IN THE ORDER THE WORK IS BUILT

H hold — work stops until released · W witness — notice given, work proceeds if they do not attend · S surveillance — checked without stopping the work · R review of the record only. One letter per party per line; a blank means that party takes no part in the stage.

NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF
1	Certificates and ratings - before installation		Fire or security certificate matches the spec		Each doorset				KD-QA-DS-003/006	
2	Delivery, declaration and marking		Marking and declaration of performance		Each delivery				KD-QA-DS-001	
3	Opening and structure ready		Size, plumb, fixing substrate		Each opening				KD-QA-DS-003	
4	Frame fixing and fill		Fixings as the certificate; frame fill		Each doorset				KD-QA-DS-003	
5	Roller shutter installation		Guides, barrel, curtain, fixings		Each shutter				KD-QA-DS-001	
6	Safety devices and force test		Forces, safety edges, photocells tested		Each door				KD-QA-DS-001	
7	Automatic door sensors, forces and speeds		Tested to the specified standard		Each door				KD-QA-DS-002	
8	Fail-safe and signage		Fail-safe operation proved; signage fitted		Each door				KD-QA-DS-002	
9	Fire door ironmongery		Hinges, closers and locks as the certificate		Each door				KD-QA-DS-004	
10	Closing action and hold-open release		Closes from any angle; releases on alarm		Each door				KD-QA-DS-004	
11	Fire door gaps, seals and thresholds		Gaps measured; seals continuous		Each door				KD-QA-DS-005	
12	Escape doors and panic hardware		Swing, hardware, clear width, electric release		Each door				KD-QA-DS-007	
13	Labels, plugs and door register		Every door labelled and on the register		Each door				KD-QA-DS-006	
14	O&M and handover		Certificates, O&M and keys		Per package				KD-QA-DS-001/006	

KD-ITP-DS-012 | Rev A0 | Issued 2026-09-02 | Effective 2026-09-02 | Next review 2027-09-02

Approved for issue by: Author — director, UK principal contractor, SMSTS. Not an independent review.

TEMPLATE ONLY. The stages are a starting list — add, strike and re-order them to your specification and your contract; write every acceptance criterion in from the specification; agree the H, W, S and R columns with the client before work starts. A plan evidences what was agreed to be checked and does not replace the checking.

Basis: ISO 9001:2015 clauses 8.5.1, 8.6 and 8.7; BS 8000-0:2014; Building Regulations 2010 reg 7(1); BS 8214:2016; BS EN 12453:2017+A1:2021; BS EN 16005:2012+A1:2018; BS EN 1634-1:2014+A1:2018.

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continued

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NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF

3 SIGN-OFF CHAIN

The subcontractor prepares the plan from the specification and the sequence it will build to. The principal contractor's reviewer accepts it: the stages are complete, every record named exists, and every hold falls before the work it protects is covered. The client's representative agrees the H, W, S and R columns and the notice period. A line is closed in the last column by the party holding the highest intervention on it; the area checklists carry the signatures for the checks themselves. Revise and re-sign when the specification, the sequence or the subcontractor changes.

Prepared by — subcontractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Accepted by — principal contractor's reviewer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Agreed by — client's representative:

PRINTED NAME	ROLE	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.