

ROLLER SHUTTERS AND INDUSTRIAL DOORS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Roller shutters, sectional and high-speed doors, fire shutters · declaration and marking, fixing, safety devices, force test, commiss... KD-QA-DS-001 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

DOOR TYPE, SIZE (W × H MM) AND SCHEDULE REFERENCE	OPERATION	FIRE RATING (IF A FIRE SHUTTER)
SAFETY DEVICES SPECIFIED	FIXINGS TO STRUCTURE SPECIFIED	OPENING / STRUCTURAL DRAWING AND REV

3. Delivery, declaration and marking

CHECK & RECORD

Door and operator match the schedule and the specification — type, size, operation, finish, fire rating where scheduled; damage on delivery recorded	Spec
Declaration of performance and the product marking to the product standard on the door; declaration reference recorded	BS EN 13241
Structural opening measured against the drawing — size within the data-sheet tolerance; fixing substrate (steel, concrete, masonry) is what the data sheet assumes; lintel and side fixings capable of the loads the data sheet gives	Drawing · TDS
DECLARATION OF PERFORMANCE REFERENCE	OPENING MEASURED (W × H MM)

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

4. Installation

HOLD POINT

Guides plumb within 2 mm over their height and parallel — width between guides the same top and bottom within 2 mm; barrel or track level within 2 mm across the opening; readings recorded	TDS						
Fixings the type and centres in section 2 into the structure named on the drawing — every fixing point used; resin or expansion anchors set to the anchor data sheet; no fixings into cladding or blockwork where the data sheet forbids it	TDS · Drawing						
Curtain, panels or slats undamaged; bottom rail and weather seals as specified; end locks fitted; curtain runs freely by hand where hand operation is provided	TDS						
Fire shutters: installed to the certificate — fixings, guide depth, hood and the gap to the structure sealed with the certified material; certificate reference recorded	BS EN 1634						
GUIDE PLUMB / BARREL LEVEL READINGS (MM)	FIXINGS USED / AVAILABLE	FIRE SHUTTER CERTIFICATE 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

5. Safety devices, force test and commissioning

HOLD POINT

- ☐ Safety edge, photocells or light curtain fitted and proved — an obstruction at low level stops and reverses the door on every test at each of three heights; the test recorded BS EN 12453
- ☐ Closing force measured with a force meter at the positions the standard defines, within the limits on the door's own test record; the record filed BS EN 12453 · TDS
- ☐ Hold-to-run controls positioned with a clear view of the door; impulse controls only where the safety devices in section 2 allow them; emergency stop and manual release working and labelled BS EN 12453
- ☐ Limits set — door stops within the data-sheet tolerance at top and bottom; over-run and anti-drop brake tested where fitted; fire shutter drop tested on the alarm signal and by the fusible link where fitted Approved Document B
- ☐ Declaration of conformity for the completed machine issued by the installer, marking fitted, and the instructions handed over — a powered door is machinery under the Supply of Machinery (Safety) Regulations 2008 Spec

CLOSING FORCE READINGS (N) / LIMIT

OBSTRUCTION TESTS (3 HEIGHTS) — RESULT

DECLARATION OF CONFORMITY REFERENCE

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

6. O&M and handover

CHECK & RECORD

- ☐ Operating and maintenance instructions, the commissioning record, the force test record and the declarations in the handover file; user shown the manual release and the safety devices Spec
- ☐ Keys and fobs handed over and listed; door left in the operating mode the client specified Practice
- ☐ Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it Practice

O&M / COMMISSIONING FILE REFERENCE

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	2026-08-29	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.