

STEEL AND SECURITY DOORSETS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Steel doorsets, security-rated and fire-rated steel doors, plant room and riser doors · certificate and rating, frame fixing and grout...

KD-QA-DS-003 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

DOORSET SCHEDULE REFERENCE AND SIZE	SECURITY RATING SPECIFIED	FIRE RATING SPECIFIED (MINUTES)
CERTIFICATE REFERENCES (SECURITY / FIRE)	FRAME FIXING AND FILL SPECIFIED	WALL TYPE THE CERTIFICATE COVERS

3. Certificate and rating — before installation

HOLD POINT

Doorset carries a permanent label with the certificate reference in section 2; the certificate covers the leaf size, configuration, ironmongery and the wall type it is going into	LPS 1175 · PAS 24
Fire-rated steel doorsets — certificate to the fire test named on the label; leaf, frame, seals and ironmongery as certified	BS EN 1634
New dwellings — entrance doorset certified to the security standard the specification names where Approved Document Q applies	Approved Document Q
Doorset undamaged, finish intact, no site modification to the leaf or frame beyond the certificate's allowance	TDS
LABEL REFERENCE ON THIS DOORSET	CERTIFICATE REFERENCES 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 fixing and fill

HOLD POINT

Frame plumb within 2 mm over its height, square (diagonals within 3 mm) and fixed at the centres and with the fixings the certificate gives — every fixing point used and torqued or set as the data sheet states	TDS	
Frame profile grout-filled or packed with the material the certificate names; the gap to the wall sealed with the certified material on fire doors; recorded	TDS · BS EN 1634	
Threshold and floor detail as drawn — upstand within the specification's figure; frame set to finished floor level	Approved Document M	
Fixings and fill photographed before architraves, cover plates or finishes	Practice	
PLUMB / DIAGONALS (MM)	FIXINGS USED / CERTIFICATE COUNT	FILL MATERIAL / 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

5. Leaf, gaps, ironmongery and handover

CHECK & RECORD

Gaps at head, sides and threshold measured and within the certificate's figures; leaf swings freely and closes and latches from any position with the closer specified

TDS

Locks, hinges, closers, panic hardware and viewers the certified items only; keys and cylinders as the master-key schedule; panic hardware operates with one action from the inside on escape doors

Approved Document B

Seals continuous; fire and smoke seals unpainted; finish undamaged; signage as scheduled

TDS

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it; certificates, keys and the ironmongery schedule in the handover file

Practice

GAPS HEAD / SIDES / THRESHOLD (MM)

KEYS HANDLED OVER (LIST / SCHEDULE REF)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

DATE _____

6 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]

7 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				

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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)	

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.