

WINDOW AND DOOR FRAME INSTALLATION — FIXINGS, PACKERS AND SEALING... QUALITY — ONE PER AREA

Position, plumb, fixings and packers to the standard, perimeter sealed inside and out · one sheet per elevation or floor KD-QA-GL-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	ELEVATION / FLOOR / OPENINGS COVERED	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

WINDOW SCHEDULE, FIXING DETAILS AND REVISION	FIXING TYPE, DISTANCE FROM CORNERS AND MAXIMUM CENTRES (DATA...	FRAME POSITION IN THE REVEAL (D...
PACKERS SPECIFIED (MATERIAL / POSITIONS)	PERIMETER SEAL — EXTERNAL / INTERNAL (PRODUCTS)	PLUMB, LEVEL AND SQUARE TOLERANCE (SPECIFI...

3. Frames, glass and components on site

HOLD POINT

Frames, doorsets, glass units, fixings, packers, closers and sealants are the products the schedule and specification name; the material approval on KD-QA-SYS-005 referenced Spec · TDS

Every frame and unit checked against the schedule on delivery — reference, size, handing, colour, glass specification — and damage recorded before it is accepted Spec

Stored upright on bearers, protected from weather and site traffic; glass units stored as the data sheet states TDS

DELIVERY REF / ITEMS REJECTED KD-QA-SYS-005 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. Position, plumb, level and square

HOLD POINT

Frame in the position in section 2 in the reveal, plumb, level and square within the tolerance in section 2 — checked with a level and by measuring the diagonals; the worst reading recorded; frame not twisted or bowed by the fixings BS 8213 · Spec

Coupled and bay frames jointed with the couplers and sealed as the data sheet states; frame gaps to the reveal within the range the seal in section 2 can bridge TDS

WORST PLUMB / LEVEL / DIAGONAL READING (MM) / OPENING 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. Fixings and packers

HOLD POINT

- Fixings of the type in section 2 within the distance stated of every corner and mullion and at no more than the maximum centres stated on jambs, head and sill as the data sheet requires; fixings into the structure, not into closers or insulation alone BS 8213 · TDS
- Packers of the material in section 2 at every fixing and under every sill bearing point so the frame is not pulled or bowed; packers not projecting into the drainage path BS 8213
- Fixings photographed before they are covered by trims or plaster on a sample the reviewer chooses Practice

OPENINGS CHECKED FOR FIXINGS (REFS) / CENTRES MEASURED

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. Perimeter seal — outside and inside

HOLD POINT

- External seal of the product in section 2 continuous around the frame on a backer rod or tape as the data sheet states, tooled, with the drainage slots and weeps in the frame left open; no sealant bridging the drainage BS 8213 · TDS
- Internal air seal continuous around the frame with the product in section 2, lapped onto the air barrier or plaster line as the detail shows; insulation in the gap where the drawing calls for it BS 8213 · Drawing

PHOTO REFS — SEALS (SAMPLE)

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

7. Operation and protection

CHECK & RECORD

- Every opening light and door operates fully, closes against its seals without binding, and locks; trickle vents open and unobstructed TDS
- Protective film retained until the data-sheet limit and removed before it bakes on; frames protected from mortar, render and paint TDS

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

8 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?

9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.