

WINDOW FILMS, MANIFESTATION AND ADJUSTMENT — QUALITY INSPECTION CH... QUALITY — ONE PER AREA

Films to the data sheet, manifestation at the heights and contrast required, ironmongery adjusted before handover · one sheet pe... KD-QA-GL-004 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

FILM / MANIFESTATION SCHEDULE AND REVISION	FILM PRODUCT AND OPENINGS (SCHEDULE)	MANIFESTATION DESIGN AND HEIGHTS (DRAWING)
CONTRAST REQUIREMENT (SPECIFICATION)	IRONMONGERY SCHEDULE REF	DOOR CLOSER SETTINGS (SPECIFICATION)

3. Films

CHECK & RECORD

Film of the product in section 2 on the face the data sheet states; applied in the temperature and humidity the data sheet allows onto clean glass; no bubbles, creases, contamination or edge lift after the data-sheet cure; cut back from the edge by the figure stated

TDS

Safety film applied to the class the schedule names and its certificate referenced; film compatible with the glass type as the data sheet states

TDS · Spec

FILM BATCH / OPENINGS DONE

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

4. Manifestation

HOLD POINT

Manifestation on every glazed door, side panel and screen the drawing marks, at the two height bands in section 2 — measured — and of the design drawn

Approved Document K

Visible from both sides against the backgrounds behind the glass in the light conditions the specification names; contrast checked and recorded

BS 8300 · Spec

HEIGHTS MEASURED (MM) / CONTRAST CHECK RESULT

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

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

5. Ironmongery and adjustment

CHECK & RECORD

Ironmongery matches the schedule on every door and window; hinges, locks, restrictors and friction stays adjusted so every leaf closes fully into its seals, latches without force, and opens to the restriction the schedule states

Spec · TDS

Door closers set to the closing force and delay in section 2 — measured with a force gauge where the specification requires; the readings recorded

Spec

CLOSER FORCE READINGS (N) / DOORS

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

6. Handover

HOLD POINT

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it; protection removed; glass cleaned; keys, restrictor keys and the operation and maintenance information handed over and referenced

Practice

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

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

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.

[illegible]

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.