Registered Office
Unit 1
Euroway Trading Estate
Wharfedale Road
BRADFORD
BD4 6QB
Tel: 0845 490 1234
Fax: 0845 490 1235

QUALITY INSPECTION METHOD STATEMENT

Scope of Works: Installation of Curtain Walling, Windows and Doors

Project Title:

Client:

Issued by
John Dickson
Quality Manager – Quest Solutions (UK) Ltd

Circulation:
Quest Solutions (UK) Ltd
Tommy Douglas – Installations Manager
Johnny Armstrong – Site Manager

Project Manager

Site Manager

Date of Issue:

CONTENTS

1 Description of Project

2 Main Product Suppliers and product description

3 Inspection Method

4 Site documents

5 Closing Statement

Section 1: Description of Project

1 Installation of aluminium curtain wall, Windows, glazing and doors to

Site address is:

Section 2 – Main Product Suppliers and product description

1 Aluminium systems supplier – Kawneer – Including AA100 mullion drained curtain walling with commercial doors. Astmoor Road, Astmoor Ind. Est. Runcorn, Cheshire, WA7 1QQ

2 EPDM Membrane, membrane adhesive and mastic sealant supplier - Arbo sealants, Adshead Ratcliffe & Co. Derby Road, Belper, Derbyshire, DE56 1WJ.

3 Firestop and Acoustic barrier supplier – Siderise Group, Forge Industrial Estate, Maesteg, Bridgend, CF34 0AY.

Section 3: Inspection Method

Production of inspection documents:

On completion of the design drawings the Quality Manager shall review each detail and product required to complete the project.
The inspection plans will be produced highlighting the areas and details that require constant monitoring and recording.
The design will also be monitored throughout the project to ensure any changes in products or details are added or removed from the inspection plan.
The plan generally consists of four phases, Frame installation. Glazing, EPDM works and final finishing.
The completed draft document will be perused by the project manager and installation manager and any relevant comments added.
The final completed document is issued to the site manager for inclusion in the inspection/handover Q.A. file.

Prior to installation:

Before installation commences the site manager will appoint his installers responsible and discuss the content of the inspection plans thoroughly, highlighting any unusual or specific areas for special attention.
The Q.A./Handover sheets are then given to the installers responsible for completion on a daily basis.

Inspections during installation:

Following the completion of the installation of the framework phase, the installer responsible inspects his own and the colleges in his charge, works.
Any problems, damage or missing items are recorded and the sheets handed over to the Quest site manager so that he can carry out his own checks of the works.
In turn, following his inspections, the site manger requests the main contractor's package manager to accompany him in a joint inspection of the works.
The works phase can then be handed over as complete, or, complete and comments noted on the sheets.
These sheets are then forwarded to the main contractor for inclusion in their Q.A, file.
The same procedure is then adopted for the Glazing, EPDM and final finishing phases of the screen.
Quests Q.A. manager will visit site regularly to inspect and discuss the works with all site personnel.

Independent Inspections during installation:

During the installation period site inspections will be carried out by Quests main product suppliers as noted in section 2. These inspections will be at regular intervals and an independent report issued by the supplier will be issued to the main contractor for their perusal and inclusion in the site Q.A. file.

Section 4: Site Documents

- Inspection plans/Hand-over check sheets
- Installation product manuals
- Non-Conformance Sheet

PROJECT DETAILS:
CLOSING STATEMENT

I confirm that this method statement is compiled to suit the design of this project

Print Name: John Dickson

Signature:

Date:

I have accepted this method statement and will ensure that all controls are in place for the duration of the site works. *(All Operatives MUST sign this section – Copy of signed statement MUST be provided to the Q.A. Department)*

Signed	**Print name**	**Date**

PLEASE NOTE: Quest Site Manager (and supervisors) will confirm with operatives who have signed this Method Statement that they have fully understood the methodology and control measures. Operatives are free to comment on any aspect of this document and feedback is encouraged.

The signing of this document confirms YOUR understanding and it will be therefore considered a serious breach of company policy should you fail to adhere to the contents.