

External Doors Metal QA

Form Reference	
Owned By	
Date	
Status	
Project Name	
Location	

Form Location	
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Test & Inspection Plan

#	Check Item	Subcontractor Yes / No	Document attached to this form?
1	ITAP agreed and in place		

Prepare & Plan

#	Check Item	No. & Revision	Doc / DWG / Spec (Photo)	Comments	Subcontractor Check	GMI Check
1	Confirm current Specification					
2	Confirm current Drawing					

Pre Commencement Check 1

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check that all goods delivered to site are fully compliant with the specification. (Security rating/thickness/finish/colour etc)						

Pre Commencement Check 2

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check the structural opening is constructed to the correct dimensions to receive the system and base is acceptable to receive threshold - ATTACH EVIDENCE (Useful reference document)						

Pre Commencement Check 3

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check all structural framework has been completed						

Pre Commencement Check 4

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check that junctions and interfaces have been completed and can be sealed to where required (cavity barriers, DPC's, firestops, VCL, air seals etc)						

Pre Commencement Check 5

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check all openings are within tolerances and plumb - ATTACH EVIDENCE (SCP Supervisor to comment if incorrect)						

Pre Commencement Check 6

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check the environmental conditions are suitable for installation in terms of moisture and temperature						

Pre Commencement Check 7

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes /No / NA	All required evidence attached
1	Check doors are correct specification, size, quantity and undamaged. Check hinges and floor pivots are as specified - ATTACH EVIDENCE (Delivery Notes)						

Pre Commencement Check 8							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Evidence of fire certification where applicable - ATTACH EVIDENCE (Certs)						

Pre Commencement Check 9							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	If the frame is hardwood and the surround is to be plastered, check that a dummy frame/sub liner is to be used						

HOLD POINT - Sign off required before installing							
#	Check Item	Subcontractor Signature			GMI Signature		
1	Have all of the above been completed and signed off before proceeding?						

Structural Element/Frame Installation Check 1							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check frames are fixed as specified (brackets or through fixing)						

Structural Element/Frame Installation Check 2							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Ensure correct fixings have been used (correct gauge, length and sufficient penetration is achieved)						

Structural Element/Frame Installation Check 3							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check that sufficient and suitable packers are in place at fixing points (if required) in line with manufacturer s installation details						

Structural Element/Frame Installation Check 4

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check that allowance on threshold has been made for floor finishes and doors will be able to operate freely and not be impeded - ATTACH EVIDENCE (GMI Sign Off)						

Structural Element/Frame Installation Check 5

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check the system is plumb and to line and level and positioned correctly within the opening						

Structural Element/Frame Installation Check 6

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check all EPDM and any seals has been installed correctly/bonded around the frame (if required)						

Structural Element/Frame Installation Check 7

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check the fire rating of gaps between frame and other components/wall. If fire rating applicable, must be fire-stopped to the same rating as the door or as per BS8214						

Structural Element/Frame Installation Check 8

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check threshold is a) supported and is sealed suitably to the structure (bedded on mastic b) have drainage outlets been fitted c) laid flat and not backfilling into building						

Structural Element/Frame Installation Check 9

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Cert / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check if any cables need to drawn through the frame before any finishes are completed around door frame						

HOLD POINT - Sign off required before glazing

#	Check Item	Subcontractor Signature	GMI Signature
1	Have all of the above been completed and signed off before proceeding?		

Other Components/Door Glazing Checks 1

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check the glazing is as specified, the correct thickness/gauge, fire rating and free from defects. Correct G value, correct treatment						

Other Components/Door Glazing Checks 2

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	If solar glass is specified, check installed with correct face out i.e. solar glass						

Other Components/Door Glazing Checks 3							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check insulation panels for compliance to specification and damage to any linings						

Other Components/Door Glazing Checks 4							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Ensure glass is toe and heeled correctly (if required)						

Other Components/Door Glazing Checks 5							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check all gaskets have been correctly fitted and are installed in the right sequence to avoid overstretching						

Other Components/Door Glazing Checks 6							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check all glazing beads are the correct length and properly fitted						

Other Components/Door Glazing Checks 7							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Install of glazing complete and damage free. Inspect glass for edge damage, cracks and shells - ATTACH EVIDENCE (GMI Sign Off)						

Other Components/Door Glazing Checks 8							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	For protection of edge seals of insulating glass ensure strips are at least 12mm wide unless specified otherwise						

Other Components/Door Glazing Checks 9							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	If plastic glazing sheets/panels are specified ensure they have minimum edge cover of 15mm						

Other Components/Door Glazing Checks 10							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Glass type as approved doc N						

Other Components/Door Glazing Checks 11							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check the colour consistency of tinted or solar glass						

HOLD POINT - Sign off required before proceeding							
#	Check Item	Subcontractor Signature			GMI Signature		
1	Have all of the above been completed and signed off before proceeding?						

Door Checks 1							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check door operates smoothly with door perimeter gaps/margins consistent and comply with specification. Also check faces of frame and door aligns and do not require adjustment						

Door Checks 2							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check all closers and restrictors are set/working as manufacturer's details						

Door Checks 3							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Ensure door stop and/or restrictors are fitted at all outward opening doors, as required by the specification /design						

Door Checks 4							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check seals around any internal panels and that they are fire rated as required per designed fire strategy						

Door Checks 5							
#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A	All required evidence attached
1	Check door hinges are adequately fixed and correctly located as per manufacturer's/designers details						

Door Checks 6

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check ironmongery functions correctly and compatible with door manufacturer's requirements. Door to be left in a locked position with key handed over by SCP - ATTACH EVIDENCE (GMI Sign Off)						

HOLD POINT - Sign off required before proceeding.

#	Check Item	Subcontractor Signature	GMI Signature
1	Have all of the above been completed and signed off before proceeding?		

Seals & Finishes Check 1

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check all relevant brushes, seals and door stops are in place and securely fixed						

Seals & Finishes Check 2

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check all relevant plugs are in place to cover any screws/fixings						

Seals & Finishes Check 3

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Cert / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check mastic sealants are installed as specified						

Seals & Finishes Check 4

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check CE marking documentation in place for doors and glazing declaration of performance and certification						

HOLD POINT - Sign off required

#	Check Item	Subcontractor Signature	GMI Signature
1	Have all of the above been completed and signed off before proceeding?		

Ancillary Check 1

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check trickle vents adequately fixed and located as per manufacturer's specification/design requirements						

Ancillary Check 2

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Ensure any necessary manifestation is applied to any glazing						

Ancillary Check 3

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Where access control or auto occur within the system, ensure that the system is correctly calibrated to ensure the doors open and close - ATTACH EVIDENCE (Witness testing and/or commissioning report)						

Ancillary Check 4							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check suitable concrete pads for barriers are in place (if required) Barriers are often a necessity to prevent doors opening past 90degrees when used as access during construction as well as operation						

Ancillary Check 5							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Where door leaves are to be removed during construction, check door leaves are stored in a suitable place and adequately protected - ATTACH EVIDENCE (Witness testing)						

Ancillary Check 6							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Ensure surface mounted finger guards are correctly installed (if required)						

Ancillary Check 7							
#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Cert / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Check provision on the doors for retrofitting mag locks and other M&E items and draw cables are in place (if required)						

Ancillary Check 8

#	Check Item	Subcontractor Yes / No / NA	Type of Evidence (Survey / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / NA	All required evidence attached
1	Ensure that doors with access control/mag locks etc are included in the testing/comm issioning process - ATTACHE EVIDENCE (Witness testing and/or commissioni ng report)						

Closure

#	Check Item	Subcontractor Yes / No / N/A	Type of Evidence (Surveys / Certs / Testing)	Evidence Attached (Photo)	Comments	GMI Yes / No / N/A
1	Works adequately protected					
2	Work area cleaned					

Summary Comments

Contractor Sign Off

Date & Time

22/02/2022 14:23:39

GMI Final Sign Off

Date & Time.

22/02/2022 14:23:39