

SFS 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 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	Ensure that the design drawings are approved and coordinated with wall construction details - ATTACH EVIDENCE (Useful guide to SFS details below under 'comments')						

Pre 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 that the installer is approved by the manufacturer s - ATTACH EVIDENCE (Certification)						

HOLD POINT - Sign off required before Setting Out Checks

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

SFS Setting Out 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 the gridlines and all offsets are correct						

SFS Setting Out 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 all structural openings are set out correctly						

SFS Setting Out 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 the need for any DPS's and that they are in place if required						

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

SFS Construction 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 all the materials for the correct section and type and dimensions. Note: often made easier by colour coding of the labels on the sections - ATTACH EVIDENCE (Marked up Metal Frame drawing)						

SFS Construction 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 that the screws and bolts are as per the manufacturer's requirements and that any bolts are grade 8.8						

SFS Construction 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 the base and head tracks are in the correct position and fixed with the correct fixings (type and length) at the required centres						

SFS Construction 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 all vertical sections for verticality/plumb and that any designed temporary bracing is installed						

SFS Construction 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 that no metal sections have had holes cut in them or are spliced without the knowledge of the manufacturer						

SFS Construction 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 jamb fixings, any cleat/bracket fixings and any brick tie channels or studs are all as the manufacturer's design						

SFS Construction 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 that there is sufficient bearing on the slab - which must be a minimum of two thirds depth of profile						

SFS Construction 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 all fixings are not too close to the edge						

SFS Construction Check 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	Check that any jambs, cills and lintels are constructed according to the manufacturer's design						

SFS Construction Check 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	Check the cill level of windows and head height of doors						

SFS Construction Check 11

#	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 structural openings have a sufficient oversize allowance						

SFS Construction Check 12							
#	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 permanent cross bracing has been installed in the correct position						

HOLD POINT - Sign off required prior to boarding

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

Boarding 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 pattress positions are as drawn and pattresses are the correct size						

Boarding 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 any weather defence boards are the correct board and have the correct fixings (type and length) at the correct centres						

Boarding 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 any EPDM has the correct overlaps and fixings						

Boarding 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 any insulation has the correct fixings (type, length and centres) and that there are no gaps						

Boarding 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 any VCL and/or Air Membranes have been installed in the correct position						

Boarding 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 any mastic sealant between board joints is correct						

Boarding 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 purlins, tie rods and any earth bonds have been installed as per the specification						

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

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				03/05/2023 12:06:38			
GMI Final Sign Off							
Date & Time				03/05/2023 12:06:38			