AF&F Construction Ltd
Quality Control Statement

Materials and External Envelope Works

Document detail	Information
Development	Hilton Moto Laystall St Manchester
Planning authority	Manchester City Council
Planning application reference	135662/FO/2022
Planning condition	3c The sample panels and quality control management strategy shall then be submitted and approved in writing by the City Council as local planning authority in accordance with the programme and dwgs as agreed above.
Principal contractor	AF&F Construction Ltd
Document reference and revision	Revision 01
Date	09-09-2026

Purpose and commitment

This statement describes how the project team will control the selection, approval, procurement, delivery, storage and installation of materials that affect the external appearance and performance of the development. It is submitted to support the discharge of the planning condition identified above.

No material, colour, finish, bond, joint, interface detail or external component covered by the condition will be incorporated into the permanent works until the information, sample or sample panel required by the condition has been approved in writing by Manchester City Council. The approved samples, drawings and details will form the benchmark for procurement, construction inspections and final acceptance.

Planning condition compliance

The planning condition and each approved drawing or material submission will be entered in the project planning-condition tracker. The design manager will identify every element requiring approval, the submission date, the Council decision and any approval qualification. Work subject to an outstanding approval will be placed on hold.

Control	Required evidence	Acceptance point
Condition review	Full condition wording, approved drawings and decision notices	Requirements assigned before procurement
Material approval	Product data, manufacturer, reference, colour, finish and sample photographs	Written Council approval before use where required
Sample panel	Location plan, annotated photographs, inspection record and approval correspondence	Panel retained as the workmanship benchmark
Installation checks	Inspection and test plan records, photographs and sign-offs	Hold points released before work is concealed or continued
Completion	Final inspection, defects closure and record of any approved changes	Installed work matches the approved benchmark

Roles and responsibilities

Role	Quality control responsibility
Applicant or client	Confirm the planning-condition strategy, appoint competent designers and contractors, and support access for Council inspections when requested.
Lead architect	Maintain the design intent; specify materials, colours, finishes, bonds, coursing, joints and key interfaces; review supplier and subcontractor proposals; and confirm conformity with the approved design.
Facade consultant or specialist designer	Review relevant performance criteria, calculations, interfaces and specialist proposals within the scope of appointment.
Principal contractor	Implement this statement, procure approved materials, coordinate trades, provide competent supervision, manage inspections, protect the works, control non-conformities and retain the quality records.
Design manager	Control design information and submissions, coordinate interfaces, maintain the approval register and prevent unapproved changes from reaching construction.
Site manager or quality lead	Agree inspection and test plans, witness hold points, compare work with the approved sample, record evidence and close defects and non-conformities.

Role	Quality control responsibility
Subcontractors and suppliers	Provide competent design and installation resources, product information, samples, manufacturing records and self-inspection evidence. Correct any non-conforming work.

Design information and interface management

Before manufacture or installation, the design manager will coordinate the interfaces between masonry, cladding, windows, curtain walling, structural framing, membranes, insulation, cavity barriers, trays, flashings, copings, vents, louvres, balustrades, sealants and service penetrations, as applicable. The interface schedule will identify the designer, installer, required information and inspection hold point.

- Only drawings and specifications carrying the current approved status will be issued for construction.
- Subcontractor design will be checked against the architect's design intent and relevant performance specification.
- Setting-out information will identify dimensions, datum levels, coursing, bonds, joint widths, openings and interfaces required to reproduce the approved appearance.
- Coordination reviews will be completed before materials are ordered and again before affected work starts.

Material submissions and sample approval

Each submission will clearly cross-reference the planning condition and approved drawing. It will identify the manufacturer, product and reference; size and profile; colour, texture and finish; bond, coursing, joint and mortar details where relevant; proposed location; installation guidance; and photographs or physical samples. Similar or alternative products will not be treated as approved by association.

Sample panels and mock ups

Representative sample panels or mock-ups will be constructed where required by the condition or agreed with the Council. They will show the materials and workmanship at a sufficient scale to demonstrate the principal features and interfaces. For masonry this will include, where applicable, brick types and mixed lengths, bond and coursing, mortar colour and pointing profile, movement joints, openings, lintels, cavity trays, stop ends, weep vents, ties, reinforcement, cills and adjacent window or cladding interfaces.

The project team will inspect and rectify the sample before requesting Council review. The approved panel will be labelled, protected and retained on site for the duration of the relevant works. It will not be altered or removed until the Council requirement has been satisfied and the corresponding work has been completed.

Supplier and subcontractor control

The principal contractor will select suppliers and subcontractors on evidence of competence, resources, relevant experience and quality-management arrangements. Where design

responsibility is included, the competence and experience of the proposed designers will also be reviewed. Package orders will state the approved material requirements, samples, tolerances, inspection stages, records and change-control obligations.

Before work starts, the site team and each relevant subcontractor will agree an inspection and test plan. A suitably competent, non-working supervisor will be provided for significant façade packages where the scale or complexity of the work requires dedicated supervision.

Off site manufacture and inspection

Manufacturers will work to approved information and provide material certificates, batch information, factory quality records and photographs as appropriate. The principal contractor and relevant designer will identify off-site witness or hold points for significant or bespoke components. No component will be released for delivery where an agreed hold point has not been accepted.

Delivery storage and protection

- Deliveries will be checked against the approved product reference, quantity, batch, colour and condition before acceptance.
- Materials will remain in suitable manufacturer packaging and will be stored in clean, dry, secure and segregated areas in accordance with manufacturer instructions.
- Delivery quantities and timing will be coordinated with the programme to limit storage time, double handling and damage.
- Lifting and movement will be planned for the product dimensions, weight and fragility. Damaged or unidentified materials will be quarantined.
- Installed frames, glazing, finished surfaces and exposed components will be protected until the risk of damage has passed. Protection will not cause staining, trapped moisture or surface damage.

Inspection hold points and records

The inspection and test plan will define the inspections, acceptance criteria, responsible person, evidence and hold points for each work package. No work will cover an item awaiting inspection. Records will be location-specific and will include dated photographs, the drawing or specification revision used, the inspector's name and the outcome.

1. Subcontractor completes and self-inspects the work up to the agreed hold point.
2. Subcontractor uploads the specified evidence and requests inspection.
3. Site manager or quality lead checks the work and records against approved information and the retained sample.
4. The hold point is accepted, referred for further evidence, or rejected through a non-conformance report.
5. Only accepted work proceeds. Final package sign-off follows completion of all hold points and closure of defects.

Typical external envelope checks

Element	Checks and evidence
Masonry	Material and batch; setting out; bond, gauge, line, level and plumb; mortar and pointing; ties and reinforcement; cavity cleanliness; lintels; trays, stop ends and weeps; movement joints; finished appearance.
Windows and curtain walling	Approved frame and glass; colour and finish; setting out; fixings; interfaces with membranes and cavity barriers; gaskets and sealants; protection; completed appearance.
Cladding and architectural features	Approved product and finish; support and fixings; joint pattern and alignment; interfaces; tolerances; cleaning and protection.
Roof and parapet finishes	Approved finish; falls and interfaces; copings, flashings and joints; plant screening; visible service routes and penetrations.
External works and landscaping	Approved paving and kerbs; laying pattern; levels and interfaces; boundary treatments; soil, planting and furniture specification where covered by the condition.

Non conformities and corrective action

Work or materials that do not meet the approved information or workmanship benchmark will be identified, recorded and, where necessary, quarantined. The responsible contractor will propose corrective action for review by the principal contractor and relevant designer. The affected work will be repaired or replaced and reinspected before the non-conformance is closed. Acceptance of a defect by the project team will not authorise a departure from a planning approval.

Change control

No substitution or design change affecting an approved material, colour, finish, detail or external appearance will be implemented without a recorded review. The design manager will determine whether the change remains within the approved information or requires further written approval from Manchester City Council. Where further approval is required, manufacture and installation will remain on hold until it is received.

Change record	Minimum information
Reason and scope	Description of the proposed change and affected locations
Technical review	Designer comments, performance implications and coordinated details
Appearance review	Samples, comparison photographs or updated mock-up where appropriate

Change record	Minimum information
Planning status	Confirmation that no further approval is needed, or written Council approval
Implementation	Revised drawings, briefing, inspection requirements and record of completed work

Completion and retained evidence

Before completion of the relevant works, the principal contractor, architect and relevant specialists will inspect the installed work against the approved information and sample benchmark. Defects will be recorded and closed. The quality file will be retained in the project common data environment and made available to Manchester City Council on reasonable request.

- Planning-condition tracker and Council correspondence
- Approved product submissions, samples and sample-panel records
- Current and superseded drawing register with revision history
- Supplier certificates, batch references and off-site inspection records
- Inspection and test plans, hold-point releases and location-specific photographs
- Non-conformance, corrective-action and change-control records
- Final inspection and defects closure records

Declaration

The project team will implement this statement throughout the relevant design, procurement and construction stages. Materials and workmanship governed by the planning condition will match the written approvals and retained samples unless Manchester City Council approves a change in writing.

Prepared by	Approved by
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