Window installation inspection

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Confirm approved window schedule, type, performance and opening reference.		
2	Check delivered units, glazing identification, certification and transit damage.		
3	Inspect opening size, substrate, cavity closers and supporting construction.		
4	Check frame position, packers, fixings and movement allowance against approved details.		
5	Check level, plumb, square and frame distortion using project tolerances.		
6	Inspect sill, head, jamb, flashing and cavity-tray interfaces where applicable.		
7	Check perimeter air, weather and thermal seals for continuity and compatibility.		
8	Check glazing support, gaskets, drainage paths and specified safety glazing locations.		
9	Check operation, locking, restrictors and required accessible or escape functions.		
10	Record specified site tests, damage, cleaning/protection and acceptance evidence.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

Window installation inspection

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / INSPECTION RESULTS AND TRACEABILITY

Item / location / batch	Required value / criterion	Actual value / test result	Evidence / photo ref.

Outstanding actions / NA reasons / restrictions / attached continuation sheet references

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

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