

Fire Door Installation Record

A fire door installation record linking door identification, approved component evidence, installation checks, measured gaps, defects and handover.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This is an installation evidence record, not third-party certification, a fire-resistance test or a claim that a generic gap value suits every doorset.

Government fire guidance highlights the importance of fire doors and compatible components. Record the specified doorset evidence and manufacturer installation instructions; routine fire-door checks are a different task from installation verification.

2. Door and approved specification

Door ID, location and opening reference *

Specified performance and design reference *

Doorset manufacturer, product and traceability *

Product evidence and installation instruction revision *

Installer and competence reference *

3. Installation checks

Leaf, frame and components match approved specification * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Frame fixings and supporting wall recorded * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Perimeter sealing evidence recorded before concealment * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Hinges, closer, latch and other hardware match specification * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Glazing and seals checked against product evidence * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

Closing and latching checked under approved procedure * (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

Action, limitation or reason not applicable * (if applicable)

4. Measured evidence

Gap or installation measurement (copy this block for each one)

Measurement point and parameter *

Actual result and unit *

Acceptance criterion and source *

Instrument and calibration reference

Comparison * (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

Exception and response * (if applicable)

Fixings and sealing before concealment (photos: attach, or note the file names)

Departures, approved solutions and reinspection

Identify the departure from the approved specification and the evidence needed for resolution. Do not record an unapproved substitution as equivalent.

5. Handover

Recipient and operation/maintenance documents

Separate installation certificate reference where issued

Outstanding restrictions and release decision *

6. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.