

# Window Installation Inspection

A window installation record linking opening IDs, product information, fixing and sealing observations, operation checks, defects and handover evidence.

## 1. Record details and scope

### Project

Filled in from the project in SiteSurvey.

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**Site or premises address**

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**Client or organisation**

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**Record date \***

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**Person completing the record \***

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For installation quality records. This is not a FENSA or other competent-person certificate, glazing design, fire performance assessment or proof of compliance in every jurisdiction.

GOV.UK Approved Documents provide guidance on meeting Building Regulations requirements in England. Relevant requirements depend on the work and location. Record the approved design and product instructions; a checklist is not building control approval.

## 2. Opening and product

**Opening ID, elevation and room \***

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**Window type, manufacturer and product reference \***

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**Approved details and instruction revision \***

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**Building control or scheme reference where relevant**

## 3. Installation observations

**Opening condition and dimensions checked against design \*** (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

**Frame alignment and fixing evidence recorded \*** (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

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**Perimeter weathering, sealing and drainage details checked \*** (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

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**Glazing and safety markings checked against specification \*** (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

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**Operation, hardware and restrictors checked to specification \*** (choose one)

☐ Acceptable ☐ Action needed ☐ Not checked ☐ Not applicable

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

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## 4. Measured evidence

**Installation measurement** (copy this block for each one)

**Measurement point and parameter \***

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**Actual result and unit \***

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**Acceptance criterion and source \***

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**Instrument and calibration reference**

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**Comparison \*** (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

**Exception and response \*** (if applicable)

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

Capture the relevant location and specification before details are hidden. Record any unobserved installation stage as a limitation.

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## 5. Handover

**Defects, adjustment and reinspection evidence**

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**Product, warranty and separate certificate references**

**Handover recipient**

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## 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 \***

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**Person responsible \***

**Target date**

**Action status \*** (choose one)

☐ Open ☐ In progress ☐ Completed

**Completion evidence \*** (if applicable)

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**Outstanding limitations and information to pass on**

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**Record status \*** (choose one)

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

**Reviewed by**

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**Review date**

**Author signature \***

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