

QM In-process Assessment for Aluminium Windows

Name of Project: _____

Date of Assessment: _____

Main Contractor: _____

BCA Assessor(s): _____

Windows Contractor: _____

Location of Installation: _____

Contractor's Witness
During Assessment: _____
(Name and Signature)

	Checklist	Activities carried out during on-site verification?* (Yes/No/NA)	Remarks
1	Preparation		
1.1	Check the size of the structural opening against the window dimension. Ensure the size is within allowable tolerance and the correct type of window.		
1.2	Set the datum line from finish floor level. Ensure the setting out of datum line and opening is correct.		
2	Installation of Outer Frame		
2.1	Place the frame into the opening and secure by temporary means		

	Checklist	Activities carried out during on-site verification?*(Yes/No/NA)	Remarks
2.2	Check the plumb of the frame. Ensure the plumb (X- and Y-axis) is within allowable tolerance.		
2.3	Check the setting out of the frame. Ensure the position (including level and horizontal alignment) of the frame is within allowable tolerance.		
2.4	Before ramset the fish-tail brackets into the concrete structure, ensure the spacing of all brackets are within allowable tolerance including the edge distance of the 1st bracket.		
2.5	Ensure that all brackets are properly fixed to the wall.		
2.6	Ensure the gap between frame and wall/column/beam is within allowable tolerance.		
2.7	Grout the gap between the frame and opening with cement mortar. Ensure no gap or void in the grouting and then the grouting is tooled to give neat surface or edge.		

	Checklist	Activities carried out during on-site verification?*(Yes/No/NA)	Remarks
2.8	Upon curing of grout, apply cementitious waterproofing slurry on the external joint areas. Apply the slurry by using a hard plastic bristled brush to ensure consistency. Prior to application, the surface should be damp and free from debris/dust.		
2.9	After completing the installation, ensure the protection tape is in good condition		
3	Installation of Inner Frame		
3.1	Upon completion of external painting, remove protection tape for glazing installation.		
3.2	Ensure the correct type and size of frame is used.		
3.3	Ensure the correct friction stay (for casement/top hung window) or safety screw/device (for sliding window) is used. The screws for securing the friction stay must be stainless steel.		
3.4	Apply approved sealant caulking at window perimeter on the external surface prior to glass installation.		

	Checklist	Activities carried out during on-site verification?*(Yes/No/NA)	Remarks
4	Glazing		
4.1	Ensure the correct type, size and thickness of glass is used.		
4.2	Remove window beading and insert glass. Secure the glass with approved rubber gasket or sealant. Ensure the gasket is tight fitting and no gap at corners of gasket.		
4.3	Ensure full protection to the glazing.		