CE

DECLARATION OF CONFORMITY

REF: 112

BS EN 14351-1 – 2008

ALUMINIUM WINDOW AND PEDESTRIAN DOORS

This is to certify that:
C S Glazing (North Wales) Ltd
Chester Road/Jubilee Road
Buckley, Clwyd
CH7 3AL

Have conformed to BS EN 14351-1-2008 ANNEX ZA1

Please refer to test reports:

Windows:
TR162-12
Assa-Abley Ltd, Test Laboratory, Wells Lane,
Wednesfield, WV11 1TB

Doors:
CHILTI/P08145/01 - CHILTI/P08145/02
Chiltern Dynamics, Chiltern House, Chiltern Lane,
Stocking Lane, Hughend Valley, High Wycombe HP14 4ND

Instigating and implementing a system of factory production control complying with BS EN 14351-1-2008

Producing a technical file containing the test report and performance indication papers for all components.

Signed: ..... **Date:** 1.5.2013

Director

TECHNICAL FILE
BS EN 14351

SECTION 1

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SECTION 1

EVALUATION OF CONFORMITY

TO BS EN 14351-1 - 2006

Table ZA.3b — Assignation of evaluation of conformity tasks for products under AoC system 3

Essential characteristics	Tasks under the responsibility of the manufacturer (including sampling)								
	Initial type testing of the product by a notified body as described in 7.2			Initial type testing of the product by the manufacturer as described in 7.2			FPC by the manufacturer as described in 7.3		
	W	D	RW	W	D	RW	W	D	RW
Resistance to wind-load	Y	Y	N	N	N	Y	Y	Y	Y
Resistance to snow and permanent load	-	-	N	-	-	Y	-	-	Y
Reaction to fire**	-	-	Y	-	-	N	-	-	Y
External fire performance	-	-	Y	-	-	N	-	-	Y
Watertightness	Y	Y	Y	N	N	N	Y	Y	Y
Dangerous substances	Y	Y	-	N	N	-	Y	Y	-
Impact resistance	-	N	Y	-	Y (glazed doors with injury risk only)	N	-	Y	Y
Load-bearing capacity of safety devices	Y	Y	Y	N	N	N	Y	Y	Y
Height	-	N	-	-	Y	-	-	Y	-
Operating forces (only for automatic devices)	-	Y	-	-	N	-	-	Y	-
Acoustic performance	Y	Y	Y	N	N	N	Y	Y	Y
Thermal transmittance	Y	Y	Y	N	N	N	Y	Y	Y
Radiation properties	-	-	N	-	-	Y	-	-	Y
Air permeability	Y	Y	Y	N	N	N	Y	Y	Y

Key
W: Windows
D: Doors
RW: Roof windows

FPC: Factory production control
Y: The indicated task(s) shall be performed on the product/characteristics in question
N: The indicated task(s) need not be performed on the product/characteristic in question
-: The indicated task(s) is not applicable for the product/characteristic in question

** Products/materials for which the reaction to fire performance is not susceptible to change during the production process

NOTE The term "Notified Body" is used only for organisations notified under article 18 of the CPD (certification bodies, inspection bodies and testing laboratories)

SECTION 2

CONFORMITY FOR C.E. MARKING FOR THE FOLLOWING ELEMENTS

2A. DANGEROUS SUBSTANCE

It is confirmed, that the products manufactured for both windows and doors contain no dangerous substances.

2B. LOAD BEARING CAPACITY

Fixed bearing capacity of any safety devices fitted, have a minimum capacity of 350 Newton's.

2C. THERMAL PERFORMANCE

Thermal perfomance as shown on the following pages.

OCTOBER 2010 NEW BUILDING

REGULATIONS

DOMESTIC

EXISTING DWELLING

WER Band C or
U-Value 1.6

WINDOWS
ROOF WINDOWS
ROOF LIGHTS

U-Value 1.8
Doors

Low E Glass

Secondary Glazing

If the character of building prevents above then centre pane U-Value 1.2 applies

NEW DWELLING

Building Regs passed
AFTER 1st October 2010

U-Value 2.0
Limiting Parameters

Windows
Roof Windows
Glazed Rooflights
Curtain Walling
Pedestrian doors

Drawings Spec.
Supersede the above

OCTOBER 2010 NEW BUILDING

REGULATIONS

COMMERCIAL

EXISTING BUILDING L2B

U-Value 1.8

WINDOWS
ROOF WINDOWS
ROOF LIGHTS

WER C Rated
Student accom.
Care homes,
Buildings domestic
In character

Windows

U-Value 1.8
Pedestrian doors
(where more than
50% glass)
Other doors
Curtain walling

U-Value 3.5
High usage entrance
Doors for people

Low E Glass
Secondary Glazing
Excludes display
Windows or similar

NEW DWELLING L2A
Building Regs passed
AFTER 1st October 2010

U-Value 2.0
Limiting Parameters

Windows
Roof Windows
Glazed Rooflights
Curtain walling
Pedestrian doors

U-Value 3.5
High usage
entrance doors

Drawings Spec.
Supersede the above

Excludes display windows
or similar

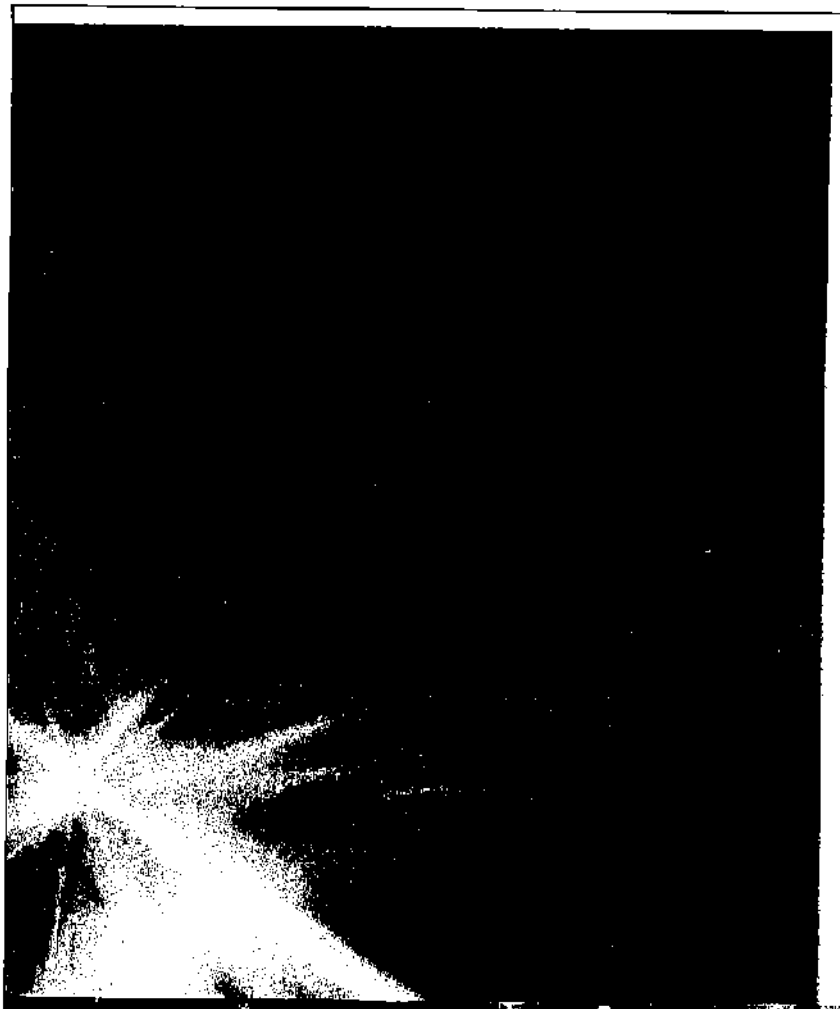
Solar Gain
Limit solar gain during
Summer months

Buildings with high internal gain cant have a less demanding U-Value to reduce overall cell emissions. In In this case windows, doors, roof-lights should not exceed 2.7 U U Value.

SECTION 3A

TEST REPORT

WINDOWS



committed to excellence

www.chilternfire.co.uk

www.chilterndynamics.co.uk

www.qmark.info

Chiltern International Fire Ltd
Klondyke House
53 Park Royal Road
London
NW10 7LQ

Opinions and interpretations expressed herein are outside the scope of UKAS accreditation. This document is confidential and remains the property of Chiltern International Fire Ltd. *The legal validity of this report can only be claimed on the presentation of the complete report.*

CONFIDENTIAL

Report: Chilt/P08145/01

Certificate report on the testing of a window to relevant clauses of BS 6375 Part 1, BS 6375 Part 2 and BS 7950

Issue date: March 2009

Certificate of Test: Chilt/P08145/01

This certificate is awarded to:

Stayfix Ltd

Kiran House
53 Park Royal Road
London
NW10 7LQ

This document confirms that performance testing was conducted from 7 November 2008 to 28 November 2008. Testing was conducted to the following standards;-

- BS 7950:1997 Amendments 1, 2 and 3 Specification for enhanced security performance of windows for domestic applications.
- BS 6375 Part 1:2004 Performance of windows and doors - Part 1: Classification for weathertightness and guidance on selection and specification.
- And BS 6375 Part 2:1987 Amendments 1 and 2 Performance of windows - Part 2. Specification for operation and strength characteristics. The following results were achieved

Product tested	Climate Tilt Turn Window		
Summary of testing and classification			Result
	Test Standard	Classification standard	
Air permeability	BS EN 1026: 2000	BS EN 12207: 2000	300Pa (Class 2)
Watertightness	BS EN 1027: 2000	BS EN 12208: 2000	1050Pa (Class E1050)
Wind resistance	BS EN 12211: 2000	BS EN 12210: 2000	2000Pa (Class 5)
Exposure category		BS 6375: Part 1: 2004	2000
BS 6375: Part 2: 1987, clauses A.2, A.3, A.5, A.7 and A.8			Pass
BS 7950: 1997- tested to clauses A.4, A.5, A.6 and A.7			Pass

Air leakage at 50pa was 0.9m^3/h positive pressure and 0.4m^3/h negative pressure. The perimeter length of opening light was 4.38m

Passed BS 7950: 1997 for both key removable and thumbturn locks

The results relate only to the specimens tested, as detailed in technical specification document number Chilt/P08145/tec1

Steve Smith – Test Engineer
Date: 11-03-2009

Vincent Kerrigan - Technical Manager
Date: 11-03-2009

Chiltern Dynamics
Chiltern House, Stocking Lane, Hughenden Valley, High Wycombe, HP14 4ND, United Kingdom
Tel: 01494 569800 Fax 01494 564895
Web: www.chilternfire.co.uk
Email: clf@chilternfire.co.uk

1762

JACK ALUMINIUM SYSTEMS

Chiltern DYNAMICS

Certificate of Test: Chilt/P08145/02

This certificate is awarded to:

Stayfix Ltd

Kiran House
53 Park Royal Road
London
NW10 7LQ

This document confirms that performance testing was conducted from 18 November 2008 to 19 November 2008. Testing was conducted to the following standards;-

- BS 7950:1997 Amendments 1, 2 and 3 Specification for enhanced security performance of windows for domestic applications.
- BS 6375 Part 1:2004 Performance of windows and doors - Part 1: Classification for weathertightness and guidance on selection and specification.
- And BS 6375 Part 2:1997 Amendments 1 and 2 Performance of windows - Part 2. Specification for operation and strength characteristics. The following results were achieved

Product tested	Climate Internally Glazed Casement Window		
Summary of testing and classification			Result
	Test Standard	Classification standard	
Air permeability	BS EN 1026: 2000	BS EN 12207: 2000	600Pa (Class 4)
Watertightness	BS EN 1027: 2000	BS EN 12208: 2000	600Pa (Class 9A)
Wind resistance	BS EN 12211: 2000	BS EN 12210: 2000	2000Pa (Class 5)
Exposure category		BS 6375: Part 1: 2004	2000
BS 6375: Part 2: 1987, clauses A.2, A.3, A.5. A.6, A.7 and A.8			Pass
BS 7950: 1997- tested to clauses A.4, A.5, A.6 and A.7			Pass

Air leakage at 50pa was 0.3m³/h positive pressure and 0.3m³/h negative pressure. The perimeter length of opening light was 3.82m

Passed BS 7950: 1997 for both key removable and thumbturn locks

The results relate only to the specimens tested, as detailed in technical specification document number Chilt/P08145/tec2

S J Smith

Steve Smith – Test Engineer
Date: 11-03-2009

Vincent Kerrigan - Technical Manager
Date: 11-03-2009

Chiltern Dynamics
Chiltern House, Stocking Lane, Hughenden Valley, High Wycombe, HP14 4ND, United Kingdom
Tel: 01494 569800 Fax: 01494 564895
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UKAS TESTING 1762

Technical specification

No: Chilt/P08145/tec2

Test For: Stayfix Ltd, Kiran House, 53 Park Royal Road, London, NW10 7LQ.

Performance testing to BS 6375: Part 1: 2004, BS 6375: Part 2: 1987 and BS 7950: 1997, Amendments 1, 2 and 3 was conducted on your window from 18 November 2008 to 19 November 2008 and the technical specification is detailed below. The specimens were delivered to Chiltern Dynamics laboratory on 17 November 2008.

Description of construction

The specimens were identical and identified as Climate internally glazed casement multilight windows. The windows were configured as a side hung casement next to a fixed light. The overall frame dimensions were 1250mm wide x 1530mm high x 70mm deep. The casement dimensions were 589mm wide x 1435mm high x 70mm thick. The specimens were locked with a removable key.

Casement

	Material/type	Dimensions (mm)
Stiles and rails	Sapa aluminium 6060 T6 with Polyamide (Ref. V005)	70 x 67
Rebate	Single type	66 x 20
Joints	Mitred, crimped with corner cleats	-
Adhesive	Bond It multi purpose sealant*	-

* As stated by client, not checked by laboratory

Chiltern Dynamics
Chiltern House, Stocking Lane, Hughenden Valley, High Wycombe, HP14 4ND, UK

Tel: 01494 569800
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SECTION 3B

TEST REPORT

DOORS

ASSA ABLOY LIMITED
Test Laboratory, Well Lane, Wednesfield, England. WV11 1TB

Phone: +44 (0) 1902 867730 • Fax: +44 (0)1902 867789
Registered Office : 2096505

TEST REPORT

No. TR 162 -12

Test of: Door Set

Issue Date: 23rd July 2012

Test to: PAS 24:2007 + A2:2012		
Client Details: Jack Aluminium Limited, Units 2A & 3 Curriers Close Industrial Park, Canley, Coventry. CV4 8AW **Contact:** Terry Hirons – Technical **Tests Witnessed by:** Terry Hirons – Jack Aluminium and Tim Almond – Adams Rite		
Sample Details: Detailed below		
Samples Received: 24th April 2012	**Date Test Completed:** 27th April 2012	**Job Number:** 2012-136

Introduction

At the request of Jack Aluminium Limited the door assembly detailed below was tested to the requirements of PAS 24:2007 + A2:2011 – Enhanced Security Performance Requirements For Door Assemblies – Single leaf and double door leaf, hinged external door assemblies to dwellings.

Test Samples

Sample 1 – Jack Aluminium Limited single leaf pivot door assembly with midrail

The sample was fabricated and supplied by Jack Aluminium Limited and submitted for test mounted in a 75mm x 100mm timber sub frame

Conclusions

Clause No.	Description	Compliance
A.4	Manipulation test	Yes
A.5.2	Infill medium removal test – manual	Yes
A.5.3	Infill medium removal test – mechanical	Yes
A.5.4	Infill Medium Removal test – Manual Cutting	Yes
A.6	Mechanical loading test	Yes
A.7	Manual check test	Yes
A.8	Additional mechanical loading test	N/A
A.9	Soft body impact test	Yes
A.10	Hard body test	Yes
A.11	Security hardware and cylinder test	Yes

Notes

The results are valid only for the conditions under which the test was carried out and for the specific range of door assemblies.
The Jack Aluminium single door assembly has also been tested to PAS 23. Assa Abloy Test Laboratory Report TR 163-12 refers.

Disposal

The door will be retained for a minimum period of one month prior to disposal.

Senior Test Engineer: Richard Darrell

Authorised by: Ian Bridge (Laboratory Manager)

ASSA ABLOY LIMITED
Test Laboratory, Well Lane, Wednesfield, England. WV11 1TB

Phone: +44 (0) 1902 867730 • Fax: +44 (0)1902 867789
Registered Office : 2096505

TEST REPORT

No. TR 163-12

Test of: Door Set

Issue Date: 23rd July 2012

Test to: PAS 23 - 1:1999 clauses 5.3, 5.2.1, 5.2.2, 5.2.3, 5.3.1, 5.3.2, 5.3.3, 5.3.8, 5.4.1 and 5.4.4		
Client Details: Jack Aluminium Limited, Units 2A & 3 Curriers Close Industrial Park, Canley, Coventry. CV4 8AW **Contact:** Terry Hirons - Technical **Tests Witnessed By:** Terry Hirons – Jack Aluminium and Tim Almond – Adams Rite		
Sample Details: Detailed below		
Samples Received: 24th April 2012	**Date Test Completed:** 20th June 2012	**Job Number:** 2012-136

Introduction

At the request of Jack Aluminium Limited the door assembly detailed below was tested and assessed to select clauses of the requirements of PAS 23-1:1999 General performance requirements for door assemblies – Part 1: Single leaf external door assemblies to dwellings. It is emphasised that assessments have not been made against other Clauses of the Specification.

Test Samples

Sample 1– Jack Aluminium Limited single leaf pivot door assembly with midrail

Sample was fabricated and supplied by Jack Aluminium Limited and submitted for test mounted in 75mm x 100mm timber sub frames

Conclusions

Clause No.	Description	Compliance
5.3	Operating forces before weather tightness tests	**No***
5.2.1	Air permeability	Yes
5.2.2	Water tightness	Yes
5.2.3	Wind Resistance	Yes
Classification	Exposure category	**800U**
5.3.1	Operating forces after weather tightness tests	**No***
5.3.2	Resistance to vertical loads	**No***
5.3.3	Resistance to static torsion	**No***
5.3.8	Door leaf resistance to hard body impact	**No***
5.4.1	Cyclic operation test	**No***
5.4.4	Basic security	Yes

*Failed only due to action of the door closer which increased opening force in excess of the maximum permitted within the standard

Notes

The results are valid only for the conditions under which the test was carried out and for the specific range of door assemblies.
The Jack Aluminium single door assembly has also been tested to PAS 24. Assa Abloy Test Laboratory Report TR 162-12 refers

Disposal

The door will be retained for a minimum period of one month prior to disposal

Senior Test Engineer: Richard Darrell

Authorised by: Ian Bridge (Laboratory Manager)

ASSA ABLOY LIMITED
Test Laboratory, Wall Lane, Wednesfield, England. WV11 1TB

Phone: +44 (0) 1902 867730 • Fax: +44 (0)1902 867789
Registered Office : 2096505

TEST REPORT

No. TR 165-12

Test of: Door Set

Issue Date: 23rd July 2012

Test to: PAS 23 - 1:1999 clauses 5.3, 5.2.1, 5.2.2, 5.2.3, 5.3.1, 5.3.2, 5.3.3 and 5.3.8		
Client Details: Jack Aluminium Limited, Units 2A & 3 Curriers Close Industrial Park, Canley, Coventry. CV4 8AW **Contact:** Terry Hirons – Technical **Test Witnessed By:** Terry Hirons – Jack Aluminium and Tim Almond – Adams Rite		
Sample Details: Detailed below		
Samples Received: 24th April 2012	**Date Test Completed:** 14th May 2012	**Job Number:** 2012-129

Introduction

At the request of Jack Aluminium Limited the door assembly detailed below was tested and assessed to select clauses of the requirements of PAS 23-1:1999 General performance requirements for door assemblies – Part 1: Single leaf external door assemblies to dwellings. It is emphasised that assessments have not been made against other Clauses of the Specification

Test Samples

Sample 1– Jack Aluminium Limited double leaf pivot door assembly with midrail.

Sample was fabricated and supplied by Jack Aluminium Limited and submitted for test mounted in 75mm x 100mm timber sub frames

Conclusions

Clause No.	Description	Compliance
5.3	Operating forces before weather tightness tests	**No***
5.2.1	Air permeability	Yes
5.2.2	Water tightness	Yes
5.2.3	Wind Resistance	Yes
Classification	Exposure category	**800U**
5.3.1	Operating forces after weather tightness tests	**No***
5.3.2	Resistance to vertical loads	**No***
5.3.3	Resistance to static torsion	**No***
5.3.8	Door leaf resistance to hard body impact	Yes**

*Failed only due to action of the door closer which increased opening force in excess of the maximum permitted by the standard
**Results taken from single leaf door report reference TR 163-12

Notes

The results are valid only for the conditions under which the test was carried out and for the specific range of door assemblies.
The Jack Aluminium double door assembly has also been tested to PAS 24. Assa Abloy Test Laboratory Report TR 164-12 refers.

Disposal

The door will be retained for a minimum period of one month prior to disposal.

Senior Test Engineer: Richard Darrell

Authorised by: Ian Bridge (Laboratory Manager)

SECTION 4

FACTORY PRODUCTION CONTROL

A. TEST FORMS

B. WORK STATION PROCEDURES

SECTION 4A

TEST FORMS

TEST RECORDS

TF1 - PROFILE FIRST OFF RECORD SHEET

TF2 - CRIMPED ASSEMBLY – FIRST OFF

TF3 - WINDOWS, DOORS AND CURTAIN WALLING PRE BUILD ASSEMBLY FIRST OFF RECORD SHEET

TF4 - WINDOWS, DOORS AND CURTAIN WALLING FINAL ASSEMBLY FIRST OFF RECORD SHEET

TF5 - ISSUE REGISTER OF TAPES

TF6 - TAPE MEASURE CHECKS

C S GLAZING (NORTH WALES) LTD — TF 1

Issue No. — Date: — Authorised by:

WEEK COMMENCING: MON /

PROFILE FIRST OFF RECORD SHEET

TOLERANCE: +/- 0.5mm

DATE	JOB NUMBER	PROFILE	WORKS ORDER DIMENSIONS	ACTUAL DIMENSIONS	PASS / FAIL	SIGNED

C S GLAZING (NORTH WALES) LTD

TF 2

Issue No.

Date:

Authorised by:

WEEK COMMENCING: MON / /

CRIMPED ASSEMBLY – FIRST OFF

3 WINDOWS PER SHIFT

DATE	JOB NUMBER	ASSEMBLY DESCRIPTON	WORKS ORDER WIDTH	ACTUAL WIDTH +/- 1.5mm	WORKS ORDER HEIGHT	ACTUAL HEIGHT +/- 1.5mm	DIAGONAL WIDTH 1	DIAGONAL WIDTH 2 +/- 2mm	CHECK MULLION CENTRE	PASS FAIL	SIGNED

C S GLAZING (NORTH WALES) LTD TF 2

Issue No. Date: Authorised by:

WEEK COMMENCING: MON /

MILLING & ROUTING
FIRST OFF RECORD SHEET

TOLERANCE: +/- 0.5mm

DATE	JOB NUMBER	PROFILE	DETAIL	WORKS ORDER DIMENSIONS	ACTUAL DIMENSIONS	PASS / FAIL	SIGNED

C S GLAZING (NORTH WALES) LTD TF 3

Issue No. Date: Authorised by:

WEEK COMMENCING: MON /

WINDOWS, DOORS AND CURTAIN WALLING PRE BUILD ASSEMBLY
<u>FIRST OFF RECORD SHEET</u>

3 WINDOWS PER SHIFT

DATE	JOB NUMBER	OUTER FRAME PROFILE CODE	TRANSOM PROFILE CODE AND POSITION	MULLION PROFILE CODE AND POSITION	SIGNED

C S GLAZING (NORTH WALES) LTD TF 4

Issue No. **Date:** **Authorised by:**

WEEK COMMENCING: MON /

WINDOWS, DOORS AND CURTAIN WALLING FINAL ASSEMBLY
FIRST OFF RECORD SHEET

3 WINDOWS PER SHIFT

DATE	JOB NUMBER	HANDLE CODE	HANDLE COLOUR	HANDLE SIDE	LOCKING MECHANISM CODE	SIGNED

C S GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

TF 5

ISSUE REGISTER OF TAPE MEASURE

Tape Holder	Tape Number	Date of Issue	Date of Replacement	Date of Replacement	Date of Replacement

C S GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

TF 6

TAPE MEASURE ACCURACY DIMENSIONAL CHECK
TIMING OF CHECKS ONCE PER MONTH
ACCURANCE REQUIREMENT AGAINST STD. ± 0.5MM

Tape Number	Date of Test	Dimensional Variance Against Standard	Pass/ Fail	Action	Signature

SECTION 4B

WORK STATION PROCEDURES

C S GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

REGISTER OF WORK STATION PROCEDURES

NO.1 - PROFILE SAW STATION

NO.2 - ROUTING AND MILLING STATION

NO.3 - DRAINAGE STATION

NO.4 - CRIMPER BENCH STATION

NO.5 - CONVENTIONAL WINDOW PRE-ASSEMBLY STATION

NO.6 - CONVENTIONAL WINDOW PART BUILD STATION

NO.7 - CONVENTIONAL WINDOWS FINAL ASSEMBLY STATION

NO.8 - CONVENTIONAL WINDOW BEADING STATION

NO.9 - CONVENTIONAL WINDOW REBATE BEAD STATION

NO.10 - CONVENTIONAL WINDOW FULL INSPECTION STATION

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

WORK STATION PROCEDURE NO. 1
PROFILE SAW

Check for the following, if any errors occur, complete 'Non-conformity Form 1' and report to Supervisor.

- Ensure correct profile/saw support block is used.
- Visually inspect profile before cutting for damage etc.
- Check material codes against cutting list.
- Check profile matches profile chart.
- Check cutting list for:

  Length
  Angle
  Qty.

- Tolerances of +/- 0.5mm on length.
- Check saw blocks are correct for profile being cut.
- Check angle accuracy as per 'Beaufort Secure Design" wall chart.
- After first cut of the new profile, measure with tape & record.
- Each cut piece placed in job bin.
- Sign cutting list after every job completion.
- Completed job moved onto next Work Station as per cutting list in bins.

Forms – Board 1

- Works order details
- Non conformity form
- Profile first off record Form TF1

Fabrication Manual

- With Bench 1

Inspection

Ensure all saw support blocks are correct.
Profile condition.
Blade condition and renewal/change date.
Ensure cutting fluid levels are correct in container and check stock level of cutting fluid.
Check material for burrs.

ENSURE SAW BED IS CLEAN BEFORE CUTTING NEW BAR LENGTH

Signed : .....

WORK STATION PROCEDURE NO. 2
MILLING & ROUTING

- Ensure paperwork is complete
- Check profile code matches wall chart
- Check profile for burrs and general condition of profile
- Profile put into m/c & mill as per Beaufort Secure Design Fabrication Manual.
- Visually check for burrs and general running of m/c
- Sign cutting list upon job completion.
- Return completed profile into bins and passed onto next work station as per cutting list.

Forms – Board 1

- Works order details
- Non conformity forms
- Mill first off record Form TF2

Fabrication Manual

- With Bench 1

Inspection

Ensure machine is clean and clear before insertion of profile.
Condition of received profile.
Condition of blades, cleanliness and general running of m/c
When a blade is changed, check for:

- Transom to frame
- Transom to transom
- Burrs

ENSURE MACHINE IS CLEAN AT THE START OF EACH SHIFT

Signed: .....

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

WORK STATION PROCEDURE NO.3
DRAINAGE

- Check paperwork is complete.
- Check quantities and codes are as per cutting list
- Check condition of profile
- Refer to drainage booklet
- Drill slot hole as design booklet
- Check for burrs
- Sign cutting list
- Complete profile returned to bin and passed onto next workstation

ENSURE MACHINE IS CLEAN AT THE START OF EACH SHIFT

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

WORK STATION PROCEDURE NO.4

CRIMPER BENCH

- Check paperwork is complete.
- Check quantities and codes are as per cutting list
- Check cleats as per cutting list against cleat chart.
- Ensure Beaufort Secure Design crimper tooling as per records are in place and accessible at all times.
- Set up crimping machine as per the wall chart.
- Check sample is ok and adjust crimping machine if necessary.
- Insert corner cleats and corner chevrons
- Silicone cut faces of mitre joint and wipe off excess silicone
- Seal mitre and crimp
- Check strength of mitre joint (should **NOT** move). Chevrons should not rattle!!! Crimp should be GAP free and flush internally and externally.
- Sign cutting list.
- Assemble then pass onto next work station as per cutting list.

WORK STATION PROCEDURE NO.5

CONVENTIONAL WINDOW - PRE ASSEMBLY

- Check paperwork is complete.
- Check quantities and codes are as per cutting list
- Check condition of profile, drainage and routing slots for burrs.
- Obtain gasket as per cutting list.
- Check dates on gasket buckets.
- Check gasket against "gasket chart"
- Gasket and bubble seal, then inserted into extrusion as per Beaufort Secure Design fabrication manual.
- Cut and mitred to section.
- Ensure gasket and seal are flush, cut with a sharp blade.
- Sign cutting list.
- Complete profile returned to bin and passed onto next work station.

Signed: .....

WORK STATION PROCEDURE NO.7

CONVENTIONAL WINDOW - FINAL ASSEMBLY

- Check paperwork is complete.
- Visually inspect frame for: Damage
  Poor quality assembly
  Gaps
- Check locking mechanisms etc as per cutting list.
- Assemble locking mechanisms into vent frame as per manual.
- Assemble friction stays onto vent sections.
- Fit handle as per manual.
- 'Keep' locations as per manual.
- Sign cutting list.
- Assemble then pass onto next work station as per cutting list.

Signed: .....

WORK STATION PROCEDURE NO.8

CONVENTIONAL WINDOW – BEADING

- Check paperwork is complete.
- Visually inspect assembly for:
  General damage
  Gaps in finished beads
- Beading completed using measuring stick
- Beads as cut as per the following:
  Bottom – both ends square
  Sides – scribe bottom, square top
  Top – both ends scribe
- Fit beads and then remove
- Obtain 'captive rubber gasket' as per cutting list
- Reinsert bead and secure for transportation
- Attach glazing wedge to window for dispatch
- Sign cutting list
- Assemble then pass onto next work station as per cutting list.

Signed: .....

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

WORK STATION PROCEDURE NO. 9

WINDOW – REBATE BEAD

- Check paperwork is complete
- Visually inspect assembly for:
  General damage
  Gaps in finished beads
- Beading completed using measuring stick
- Beads as cut as per the following:
  Top and bottom – both ends square
  Sides – scribe both ends
- Fit beads and then remove
- Obtain 'captive rubber bubble seal', check batch number and date.
- Reinsert bead and secure with A703 rebate wedge
- Sign cutting list.
- Assembly then pass onto next work station as per cutting list.

Signed: .....

WORK STATION PROCEDURE NO.10

CONVENTIONAL WINDOW – FULL INSPECTION

- Check paperwork is complete
- Check quantity of windows, doors and curtain walling
- Visually inspect assembly for: Damage
  Gaps
  Finish
- Check mitre lines are true
- Check full operation of window
- Full dimensional check +/- 1.5mm
- Check glass as per works details
- Check handle type and colour
- **If the window, door or curtain walling fails, stick on red sticker, raise non-conformity, inform Production Manager and place in quarantine area.**
- Sign cutting list.
- Assemble then pass onto dispatch station as per cutting list.

Inspection

As above

Signed: .....

SECTION 5

C. S. GLAZING (NORTH WALES) LTD

METHOD STATEMENT AND QUALITY PLAN

FOR

SURVEY AND INSTALLATION OF

WINDOWS AND EXTERNAL DOOR SETS

TO

CODE OF PRACTICE FOR THE
SURVEY AND INSTALLATION OF
WINDOWS AND EXTERNAL DOOR SETS
TO B.P.F. CODE 363/2

C. S. GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

CONTENTS

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

SURVEY METHOD STATEMENT

1. Important points / structural work.
2. Matching appearance / specifying new frame.
3. Matching appearance / specifying new frame (continued).
4 Measuring the aperture.
5. Deductions and limitations.
6. Bay windows.
7. Bay windows (continued) bay plan.
8. Box sashes.
9. New build.

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

Good Surveying is essential to ensure a trouble free and successful quality installation.

IMPORTANT POINTS

All styles and elevations are viewed from the outside.

Take all dimensions from the brickwork not the plaster.

Always check there is not a large difference between the internal and external dimensions of the aperture.

Check inside that there is nothing that can affect the inward opening operation of a window where applicable.

Photographs should be taken of the existing frames.

? risk assessment ?

Wind loading ? (high rise or a particularly exposed area, a request should be made for wind loading calculations to be carried out by the system supplier).

STRUCTURAL WORK

Check for defects around the structural opening, (if any defects are found the customer shall be notified and agreement reached as to who is responsible for rectifying the defects prior to the new frames being installed).

Ensure that the existing window is not load bearing and a lintel of some kind is employed. (Where no such support exists and the load is carried on the existing window or door set, then alternative means of providing support shall be provided).

Check for any wires for TV, telephones etc... that may need to be moved. If found, then the facts should be recorded and the customer advised before proceeding.

Check if fitting a new window will allow damp or water penetration and if it will effect the existing damp proof course.

Where there is any brickwork to be removed the method of any cavity closing shall be specified. The method of making food shall be agreed with the customer.

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

MATCHING APPEARANCE / SPECIFYING NEW FRAME

Take photographs of the existing windows and doorsets as applicable.

Check that the proposed new windows will line up with the existing windows if any are to remain.

Styles and designs should already have been agreed with the customer, if there is any variation then this needs to be signed for by the customer.

Draw a sketch of the proposed new windows noting:

Size:	See measuring aperture and deductions. Supply transom drop and/or mullion splits as required for the design of the window.
Hinge Position:	Show the hinge position on the opening casements, also note if any special hinge is required such as restricted or egress.
Cill Detail:	Specify if a cill is required or not. If a new cill is to be fitted specify which cill is most appropriate ie. 85, 150, 180.
Drainage Type:	State drainage type. This will be dependant upon the cill detail.
Glass Type:	Note if the unit is obscure with pattern type and any units that require to be toughened. The survey should highlight any special glass requirement ie. leading or Georgian bars and the need for any alignment. Any glass set out should be agreed by and signed for by the customer.
Extra's:	Note any extra ancillary items that will be required such as knock-ons, head drips or trims.

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

WORK STATION PROCEDURE NO.6

CONVENTIONAL WINDOW - PART BUILD

- Check paperwork is complete.
- Check profile codes for 'Transoms and Mullions' (check against profile chart mark out transoms and mullions as per assembly list).
- Use drill jig as per 'tooling chart'.
- Align and drill accordingly as per Beaufort Secure Design fabrication manual.
- Insert bubble seal.
- Locate transom/mullion within frame member. Ensure both inner and outer faces are flush with section when located and fix using screws as per assembly section' in Beaufort Secure Design fabrication manual.
- Assemble then pass onto next work station as per cutting list.

Signed: .....

MATCHING APPEARANCE / SPECIFYING NEW FRAME

Doorsets:	**State**: If the door is inward or outward opening. The threshold detail. Any ancillary hardware such as letterplates, restrictors, door knocker, safety chains. Panels specify type and design and hardware as above.
Coupling/ Combination Frames:	Where windows and/or doorsets are to be coupled, the surveyor shall determine the method to be used.
Building Regulations:	The surveyor shall ensure that the replacement windows and doorsets comply with current building regulations. Part B : Fire Safety (with regards to emergency egress) Part F : Ventilation Part L : Energy Conservation Part M : Access Part N : Safety Glazing

The survey should be countersigned by the customer wherever possible.

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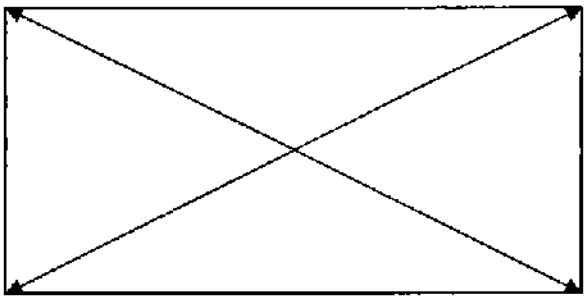
Issue No. **Date:** **Authorised by:**

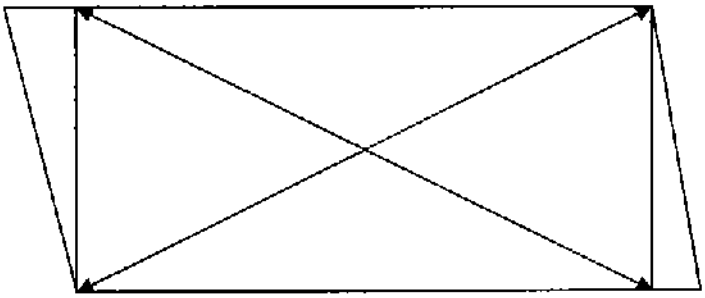
MEASURING THE APERTURE

Measure the diagonals to check for basic squareness of the aperture.

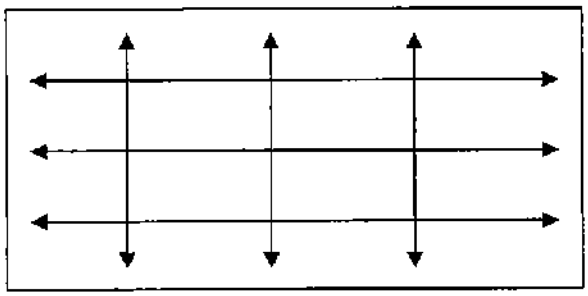
If the aperture diagonals are within 10mm of each other then measure the aperture as is.



If the aperture diagonals are more than 10mm out of each other, use of a straight edge to determine the usable area of the aperture. Then measure the width and height of the remaining aperture.



Take measurements in several places, measuring vertically and horizontally.



Take the narrowest width and height dimensions.

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Issue No. **Date:** **Authorised by:**

DEDUCTIONS AND LIMITATIONS

The following guide lines should be used when making deductions from the aperture sizes.

WHITE PROFILE

For apertures up to 1500mm, deduct **10mm** from the width and height.

For apertures up to 1500mm to 3000mm, deduct **12mm** from the width and height.

For apertures up to 3000mm to 4500mm, deduct **15mm** from the width and height.

COLOURED PROFILE

For apertures up to 1500mm, deduct **15mm** from the width and height.

For apertures up to 1500mm to 3000mm, deduct **17mm** from the width and height.

For apertures up to 3000mm to 4500mm, deduct **15mm** from the width and height.

Check the restrictions and limitations of the size and style selected.

That the units are within the supplier's specification.

That the units are within the min/max size limitations as per the system suppliers recommendations.

That the windows will perform as designed.

That the windows are acceptable to the customer.

BAY WINDOWS

In addition to the standard survey checks, special care needs to be taken with bay windows.

It must be assumed that all bay windows are load bearing unless it can be proved beyond doubt that alternative support is sufficient to carry all dead and imposed loads.

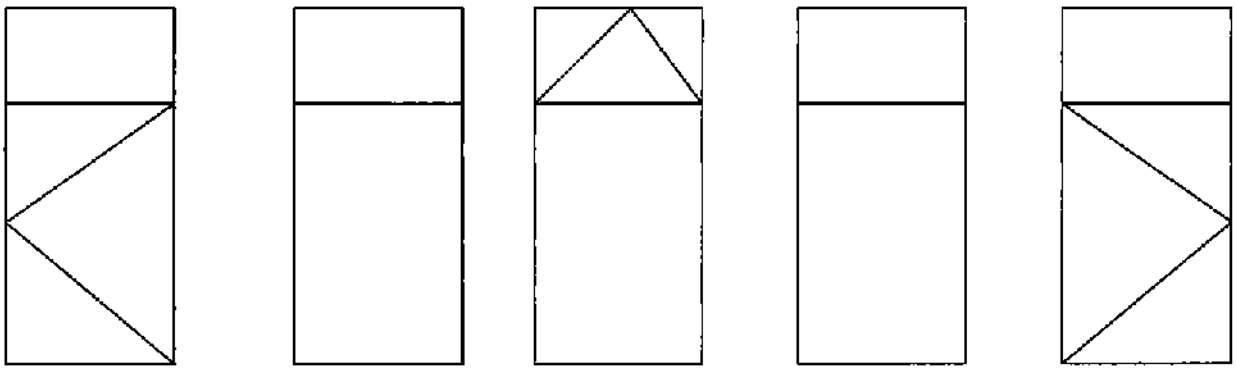
Bay windows supported by structural mullions (brick, stone, etc.), bays with small flat roofs and oriel windows are considered non load bearing.

All bay windows should be fully reinforced due to the method of coupling the frames with bay poles or support members. If bay windows are load bearing it is recommended that the bay poles be located directly onto stone cill or the masonary beneath the cill by either a galvanized steel base plate or a bay pole jacking base as per our system supplier's recommendations.

If in doubt with regards to load bearing refer to the system suppliers technical department.

Bay windows requie to be replaced along the outside line of the existing frame, consequently, accurate measurements of the external and internal angles is essential in addition to the overall dimensions. (It may be necessary to remove internal or external bay trims to ascertain correct width or height of any bay opening).

Draw a sketch to show the required window style, including the information as per section **2 specifying new frame** but also stating the **bay pole method** to be used.



The correct deductions will then be made as per our suppliers recommendations.

When surveying bay windows it is important that the angles are correct, particularly for the manufacture of bay cills because no alteration can be made to the configuration once on site.

BAY WINDOWS

Bay Plan

Provide the following dimensions:

Dimension A: On the side of the existing frame measure across from corner to corner. (if necessary remove all or part of any architrave's to access the corner of the frame).

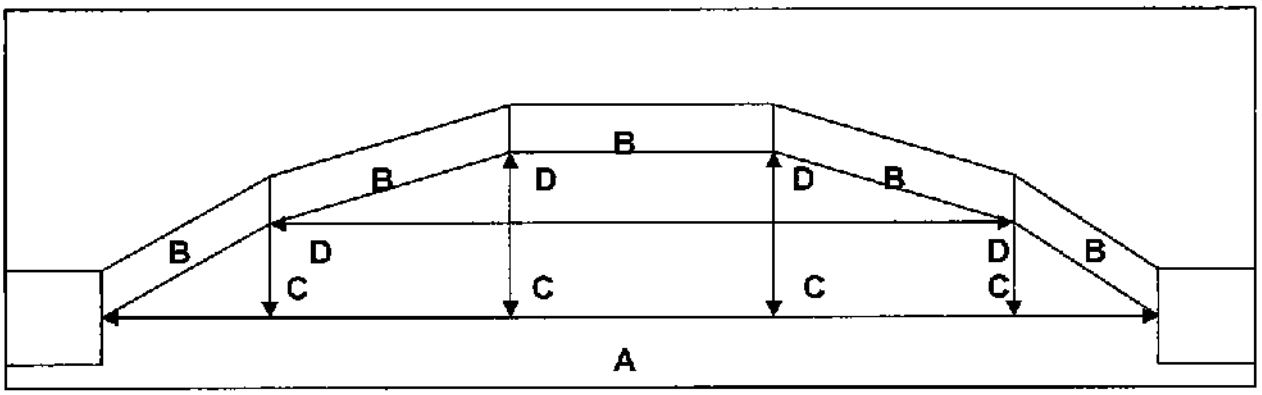
Dimension B: Measure every window separately for width and height. (the lowest height measured will determine the height of all other frames In the bay).

Dimension C: Provide all dimensions. (use a taught string across **A-A** as a guide for the front to back measurements)

Dimension D: Either:
Bay angles; state the angle formed by each pair of windows

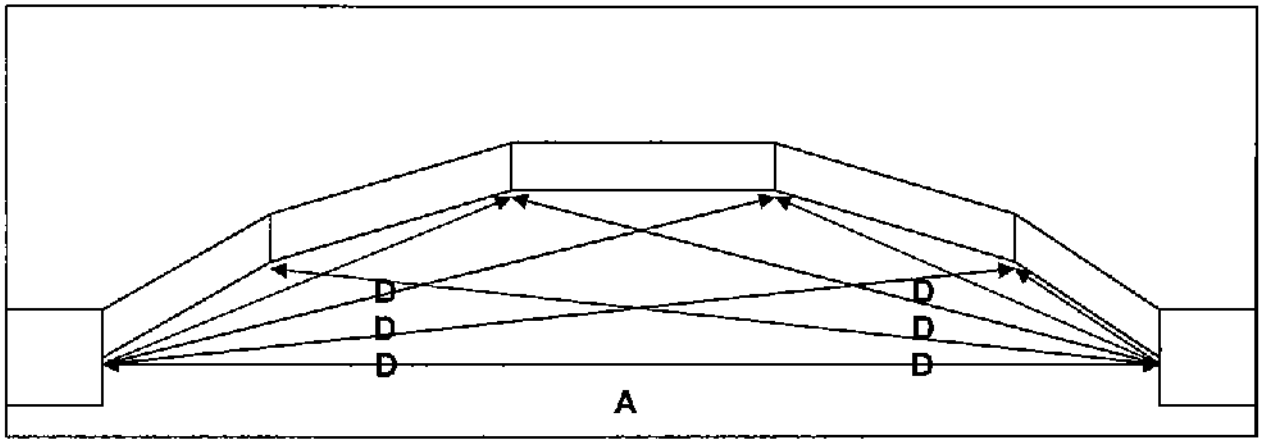
Or

Common point measuring (diagonals) – Measure and state the common point diagonals from the **A** line internal corners or the (springing line).



BAY WINDOWS

Measure all dimensions from the inside



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Issue No. **Date:** **Authorised by:**

BOX SASH WINDOWS

Proceed as per sections 1 – 5, however with the following information taken into account.

It is essential when measuring for replacement of box sash windows that accurate internal and external measurements are taken.

It may be necessary to remove internal or external trims or architrave's to ascertain the correct width or heights.

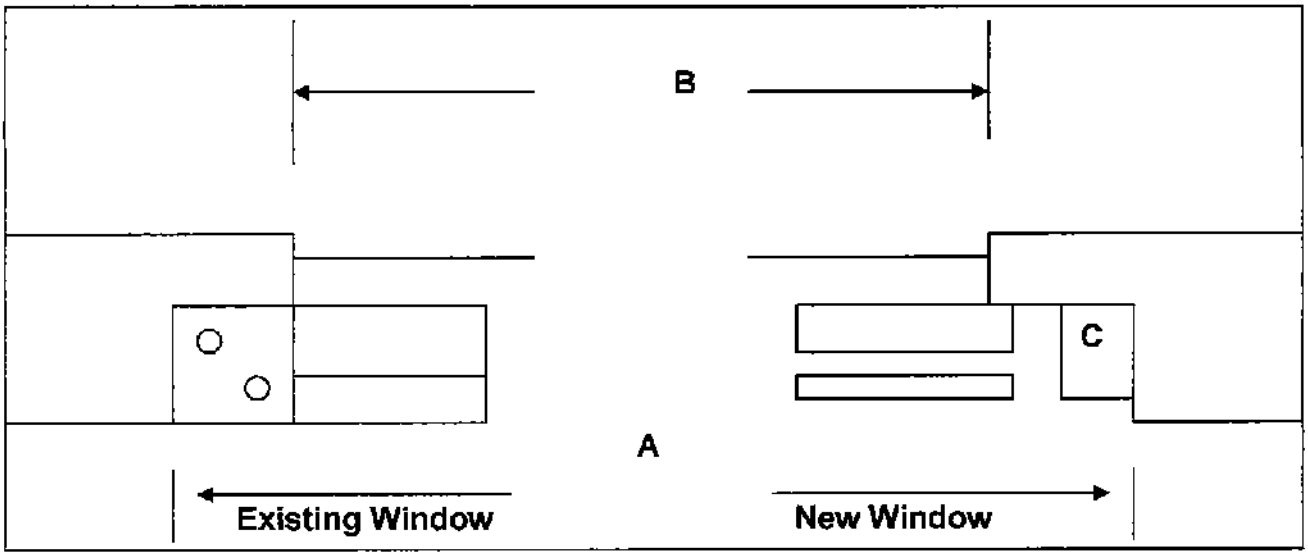
Most box sashes normally have a arched top, this should be allowed for when measuring the height.

Dimension **A**: Measure the brickwork from corner to corner.

Dimension **B**: The frame width has to be wider than the widest measurement.

Note: For sash clearance on casement windows, it is appropriate to allow for the plaster depth. This can be done by windows designed with a large outerframe, or by incorporating add – on profiles. In these cases, the difference must be added to the dimensions **B-B.** As a guide line add 30mm (ie 2 x 15mm). For **tilt and turn windows**, allow clearance for face mounted hinges. As a guide add 60mm (ie. 2 x 30mm).

Dimension **C**: Treated wood side fillers should be measured for loose fit. Allow 5mm clearance between frame and wood. (check that you have the narrowest dimension).



NEW BUILD

The manufacturing sizes and methods of installation in new build are normally decided by the customer in conjunction with estimating / sales in accordance with current building regulations.

The surveyor shall ensure that the details agreed are suitable for the products to be used and clearly defined.

Note:

The use of cavity closers can enable accurate construction of the window opening and simple installation of the windows.

Do not use PVC-u window frames as building templates.

Factory finished windows should be programmed for installation as late as possible in the building process to minimise the risk of damage.

C S GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

FITTING METHOD STATEMENT

1. Issuing of Job.

2. Issuing of frames and loading of vehicle.

3. Arrival and site preparation.

4. Removal of existing window or doorset.

5. Installation of new frame.

6. Completion.

ISSUING OF JOB

Fitting teams to collect the installation documents from the contract manager and discuss any special instructions or requirements for the job they have been allocated to.

Installation documents should include:

Copy of survey sheet.

Installation notes.

Photographs.

Stores requisition "as necessary"

Completion sheet.

Invoice "if applicable".

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

ISSUING OF FRAMES AND LOADING OF VEHICLE

The job is to be collected from the warehouse loading bays.

Fitters should check the quantity of frames, units and ancillaries against the installation documents and sign the paperwork.

Vehicles should be loaded with care using protective packing to prevent damage and movement of frames/materials in transit.

"if building materials are required"

Adequate measures should be taken to separate these materials from the frames and units ie... 8 x 4 plywood sheet.

The vehicle should be fit for the purpose of the job.

ARRIVAL AND SITE PREPARATION

On arrival at site, introduce yourself to the customer and provide a brief explanation of how the installation will take place.

Agree upon a starting point "usually an upstairs room".

Check the property for any existing damage to the building and/or fixtures and fittings and record on the completion sheet.

Note:

If no damage is found the section should still be completed and "no damage recorded".

Ensure that the area to be worked in is clear of any obstacles (remove as necessary) and check for any safety issues that may cause harm to yourself or the customer. Also to be used are safety positions on site to prevent them from being damaged.

Finally check the frame against the aperture before the removal of the existing frame.

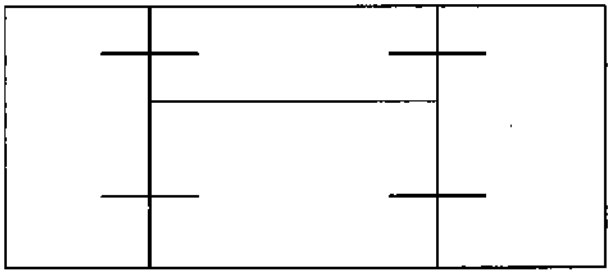
Safe Room

"One room left available for customer to use".

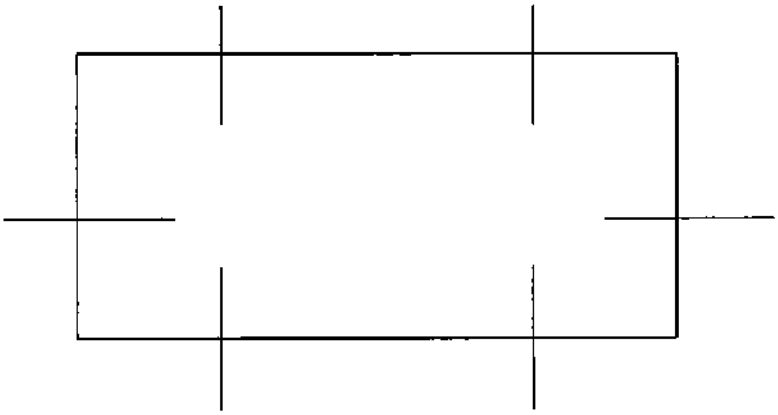
REMOVAL OF EXISTING WINDOWS AND DOORSETS

The following technique for removal is based on the removal of a timber window. Before removal always wear adequate P.P.E. equipment (see annex c).

a) Remove any casements and fixed light glazing as appropriate.
b) Cut through mullions and transoms and remove.



c) The outer frame should be cut into several sections and carefully levered out to cause minimal damage to the aperture.



(Secure any loose brickwork by means of Acro prop or similar)

d) Clear the area and safely dispose of the original frame and glass.

e) Clean and tidy the existing aperture ready to take the new frame.

FOOTNOTES:

Metal frames into brickwork or concrete, cut through the fixing lugs, then follow the procedure for timber windows.

Plastic frames remove glazing beads and deglaze, unscrew fixings, cut around frame to free silicone and ease the frame out. If the frame is particularly large the procedure for timber windows may need to be followed.

INSTALLATION OF NEW FRAMES

Pre installation

Remove glazing beads and mark for their location.

Cills if required can be fitted in two ways, either fixed independently of the frame or fixed to the frame prior to offering the entire assembly into the opening, this will depend on the circumstances.

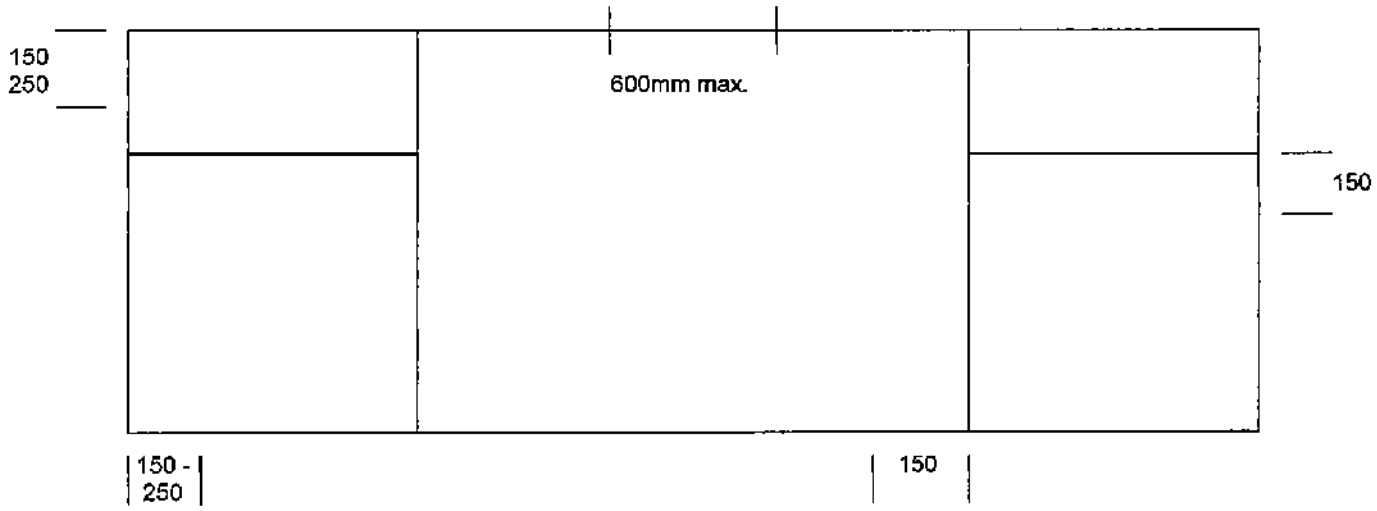
Installation

Frames can be fixed by either "fischer" type bolts or fixing lugs. Polyurethane foam may be used in certain circumstances as an addition to the above methods where they cannot be used ie. pre cast concrete or steel lintels.

Offer the frame into the aperture and check it is both level and plumb.

Frames should normally be fixed on all four sides and secured as follows:

a) Corner fixings shall be between 150mm and 250mm from the external corner.
b) No fixings shall be less than 150mm from the centre line of a mullion or transom.
c) Intermediate fixings shall be at centres no grater than 600mm.
d) There shall be a minimum of two fixings on each jamb.



Secure the frame by whichever method ensuring not to overtighten the fixing, packers should be fitted adjacent to the fixings to hep prevent distortion of the outerframe.

If it is not possible to follow these rules, then alternative positions should be agreed with the customer on large contracts and closest possible on domestic installations.

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

INSTALLATION OF NEW FRAMES

Glazing

Ensure the drainage channels are clear of debris.

Fit bridge packers and insert sealed unit, pack with glazing packers to ensure the unit is square and sightlines are equal.

Side hung casements and doors should be toe and healed.

Refit glazing beads to the correct location.

Finishing Off

Ensure all protective tape has been removed, then fit any trims according to the surveyors notes.

Clean the frames down with a mild water/household detergent mixture. (Stubborn stains may have to be removed with an industry recognised cleaner).

Finally seal the frame/wall joints neatly using a silicone sealant in accordance with manufacturers recommendations. (Large gaps should be trimmed prior to final sealaing).

Remove any debris away from the site.

COMPLETION

On completion of the job a final inspection should be carried out with the customer/client where possible.

This inspection should cover the points on the completion sheet which should be fully filled out and countersigned by the customer.

Any outstanding issues or remedial action should also be recorded on the completion sheet (fitters comments) ie. broken units. This will aid a prompt response from the service department and save the need for the customer having to phone in after the event.

I have received a copy of the

C S GLAZING (NORTH WALES) LTD

Fitting method statement

I have read and understand the document

Signed .....

Print .....

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

Form QA 101

INSPECTION AT COLLECTION – CHECK LIST

ITEM NUMBER	CHECKING REQUIREMENTS	ITEMS CORRECT YES / NO
1	CORRECT NUMBER OF FRAMES FOR CONTRACT CHECK FOR DAMAGE AND WHETHER FULLY BEADED.	
2	CHECK CORRECT AMOUNT AND STYLE OF CILLS	
3	CHECK CORRECT AMOUNT AND TYPE OF GLASS	
4	CHECK SURVEY SHEETS FOR TRIMS AND ANY EXTRAS THAT MAY BE REQUIRED FOR THE CONTRACT EG. ACROS, TIMBER, SAND.CEMENT ETC.	
5	CHECK CONTRACT FOR ANY SPECIAL NOTES MADE ON SURVEY, IE. WIRES, BROKEN TILES ETC.	

SIGNED FOR ACCEPTANCE : _____

DATED: _____

C S GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

FORM QA102

SURVEYORS CHECK LIST

CUSTOMER:
SITE ADDRESS: DATE:

	✓ / X
Is the condition of the aperture satisfactory and without evidence of damp or cracks?	
Is the aperture square and even to within 5mm height and width and 10mm diagonals?	
Will any loads be carried by the building and not the window or doorstep?	
Has the size and method of fixing any sub sill been determined?	
Will the proposed style function without being fouled by plaster etc?	
Will any trickle vents be fitted function without being fouled by plaster etc?	
Will hinges function without being fouled by plaster etc?	
Are curtain tracks and nets clear of proposed design?	
Is the size and configuration within the manufacturer's limits?	
Will the products exposure category be suitable for the location?	
Will the installation comply with Building Regulations?	
Is the method of drainage appropriate for the installation and product?	
Has the customer confirmed the position and handling of opening lights?	
Has any additional hardware been specified?	
Is the access for installation safe?	
Has the fixing method been determined?	
Has the extent of making good been agreed with the customer?	

SURVEY COMPLETED:

SIGNATURE: .....

SURVEYORS NOTES:

C S GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

FINAL INSPECTION CHECK LIST

FORM QA103

CUSTOMER: **DATE:**
SITE ADDRESS:

		✓/ X
VISUAL APPEARANCE	Is the frame installed plumb and square?	.....
	Are the beads fitted correctly and evenly?	
	Are exposed faces – including beads free from damage?	
	Is the frame clean with all protective tape removed?	
	Has any damage to aperture been correctly made good?	
	Have all trims been fitted correctly?	
	Has all site debris been removed?	
GLAZING	Is all glazing as specified on contract?	
	Are all sealed units free from scratches and signs of failure?	
	Are obscure and coated glasses oriented properly?	
	Are sealed unit spacer bars covered by frame and beads	
	Is the glazing held properly by beads/gasket, etc?	
	Is safety glass used where necessary?	
OPERATION	Do all openers open/close and lock as intended?	
	Are seals on frames without gaps?	
	Are cams free from binding against strikers?	
	Is all operating gear lubricated as necessary?	
	Is all hardware attached with correct numbers of fixings?	
SIGHT LINES	Are all sight lines visually correct?	
	Are adjacent opening lights aligned as appropriate?	
	Are all decorative features eg leading, correctly aligned?	
SEALING	Are all joints smooth and correctly formed?	
	Is the sealant continuous around the frame?	
	Is the frame face free from excess sealant?	
DRAINAGE	Are all drainage channels free from obstruction?	

FINAL INSPECTION COMPLETED:

SIGNATURE: .....

CORRECTIVE ACTION REQUIRED: **SIGNED:**

DATED:

CORRECTIVE ACTION COMPLETED: **SIGNED:**

DATED:

C S GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

QA FORM 104

CUSTOMER SATISFACTION SHEET

	YES / NO
DID THE FITTERS ARRIVE ON TIME ON THE DATE SPECIFIED?	
WERE DUST SHEETS USED?	
WERE THE FITTERS CURTIOUS?	
ARE ALL ITEMS FITTED TO YOUR SATISFACTION AND HAVE YOU BEEN SHOWN HOW TO USE THEM CORRECTLY?	

If you have answered 'NO' to any of the above or have any queries, please list below:

I confirm that I have inspected the windows / doors / conservatory fitted, I am happy with the product and the installation. I have been shown by the fitter how the lock mechanism works.

CUSTOMER SIGNATURE: _____

PRINT NAME: _____

ADDRESS: _____

_____

DATE: _____

FITTERS SIGNATURE: _____

C. S. GLAZING (NORTH WALES) LTD

Issue No. **Date:** **Authorised by:**

INSTALLATION TRAINING PROCEDURE

a) Surveyors and site supervisors, senior installers and senior fixers will be suitably experienced in their duties and attain NVQ Level 3 within one year.

b) All junior fixers and installers of fenestration will be suitably experienced in their duties and/or attain NVQ Level 2 within on year.

c) NVQ candidates will be enrolled with an appropriate training centre and their performance will be monitored to ensure progress.

d) Staff will be instructed in the Code of Practice 363/2.

e) A copy of the Code of Practice 362/2 for the Survey & Installation of Windows and External Doorsets (April 2006) will be available to all staff and retained in the Fixing Supervisors Office.

f) Registration with CSCS or equivalent will be arranged within twelve months, for all surveyors and fixing staff.

g) Surveyors will be recruited on the basis of experience in installation techniques appropriate to the role.

h) In House Training may be carried out when suitably qualified instructors are trained or recruited. It is agreed that BSI will be invited to attend and assess In House Training, if this is introduced.

i) Copies of proof of training and experience will be maintained and kept on file, all training will be logged on the Training Matrix QA 16C.

j) The Company Quality Controller will maintain detailed and accurate records of training that relates to surveying/installation. These to be kept on file as above.

C. S. GLAZING (NORTH WALES) LTD

Issue No. Date: Authorised by:

QA 16C

WINDOW PRODUCTION
EMPLOYEE SKILLS TRAINING MATRIX
INSTALLATION

Name: .....

Position: .....

Date of Employment: .....

	NOT TRAINED	NEEDS MORE TRAINING	FULLY TRAINED	DATE FULLY TRAINED	SIGNED INSTALL. MANAGER
SURVERYOR FULLY TRAINED TO NVQ LEVEL 3 WITHIN ONE YEAR					
FITTERS & INSTALLERS FULLY TRAINED TO NVQ LEVEL 2 WITHIN ONE YEAR					
INSTRUCTION IN THE CODE OF PRACTICE 362/2					

REVIEWED						
DATE						

COPY OF QUALITY POLICY RECEIVED:.....

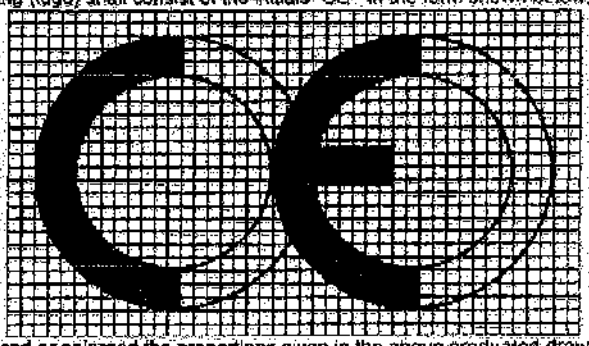
SECTION 6

C. E. CONFORMITY IDENTIFICATION

Questions & Answers EC REP **Wellkang Ltd (www.CE-marking.eu)**
29 Harley St., London W1G 9QR, UK

CE Marking Logo
CE mark logo download
Free download CE marking logo

1. The CE conformity marking (logo) shall consist of the initials "CE" in the form shown below:



2. If the CE marking is reduced or enlarged the proportions given in the above graduated drawing must be respected.
   - The various components of the CE marking must have substantially the same vertical dimension, which may not be less than 5 mm;
3. The affixing of markings on the products which are likely to deceive third parties as to the meaning and form of the CE marking shall be prohibited. Any other marking may be affixed to the products or the data plate provided that the visibility and legibility of the CE marking is not thereby reduced;

Attention:
It should be noted that the C and E are not formed by perfect semi-circles, i.e. the top and bottom arms extend one square beyond the semi-circles, and the middle arm of the E stops one square short.

Left
are correct and real
CE Conformity Marking

上边为正确的和真正的CE标志(标记)

下面为不正确的或假冒的CE标志(标记)

Below are mis-use or fake CE Conformity Marking

SECTION 7

SUPPLIERS C E DECLARATION OF CONFORMITY