



QA / CLOSE-OUT

QA Photo Record Example

A simple evidence structure for installation packages where photo records are required by the project.

Photo records help teams see what happened, where and when.

Where required by the package, photo records can help PM, QS and site teams track installation progress, interfaces and close-out without creating unnecessary paperwork noise.

Record basics

- Project / site name
- Elevation, floor, gridline or area
- Date and time
- Drawing reference and revision
- Item type and location
- Installer / supervisor reference if required

Useful photo stages

- Before works begin
- Substrate or support condition
- Fixings / cavity barrier / interface before cover-up
- During installation
- Completed detail
- Snag close-out where relevant

Typical item types

- Cavity barrier to approved detail
- Fire barrier interface where instructed
- Flashings and trims
- Window and opening surrounds
- Panel alignment / setting-out
- Remedial or completion works

Close-out notes

- Status: open / checked / closed
- Action required by others
- Drawing query reference
- Photo sequence number
- PM / site team comment
- Handover folder reference

This is an example format only. Project QA requirements are set by the project team, specification, ITP and approved details. It is not a certification or compliance guarantee.

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