

Overview

This standard covers controlling installation work. Installation can be of doors and windows, conservatories or curtain walling. While not necessarily being a supervisor, you will need to monitor what is happening during installation and ensure that any problems are identified with the equipment or with working practices. Because you are experienced in installation work, you should be able to provide advice and guidance to other workers on what to do in a variety of routine and non-routine situations. You will also need to use equipment in line with operating procedures and manufacturer's instructions and identify where work practices could be improved.

This standard is for you if you work in the Fenestration and Glazing Industry and are involved in leading, supervising or controlling or coordinating on-site installation work.

Performance criteria

You must be able to:

1. obtain specifications, schedules and method statements relevant to work and interpret them
2. obtain information on customer requirements from reliable sources
3. check installers have skills, qualifications and licenses necessary for them to operate
4. communicate work schedules, responsibilities and other relevant information and instructions to colleagues using industry recognised communication methods and in line with any organisational and regulatory requirements
5. monitor progress of installation activities against schedule following standard operating procedures (SOPs)
6. identify potential issues and areas of good practice following SOPs
7. provide information and guidance to colleagues, including information on progress and changes to work schedules in line with organisational procedures and within own level of expertise or authority
8. communicate recommendations for changes or improvements to relevant people using industry recognised communication methods
9. record information on installation activities and progress following SOPs

Knowledge and understanding

You need to know and understand:

1. how to obtain and interpret installation schedules, specifications, SOPs and method statements
2. sources of information on customer requirements
3. how to identify if installers have the necessary skills, qualifications and licenses and why it is important to check them
4. what to do if there are problems with the results of checks into installers skills, qualifications and licenses
5. when, why and how other trades may need to be involved and informed of work schedules
6. how to communicate work schedules and responsibilities to colleagues and ensure these are understood
7. processes to follow when monitoring the progress of installations
8. problems that may be encountered when controlling an installation and how these might be overcome
9. why it is important to record information and the methods and systems to use

GQAFEN15



Control fenestration installation sitework

Developed by NSAFD

Version Number 2

Date Approved 01 May 2026

Indicative Review Date 01 May 2029

Validity Current

Status Original

Originating Organisation Proskills

Original URN PROFEN15

Relevant Occupations Glaziers Window Fabric and Fitters

Suite Fenestration Installation

Keywords Fenestration, controlling installation work
