



AUSTRALIAN
GLASS & WINDOW
ASSOCIATION



ACCREDITED FOR
TECHNICAL
COMPETENCE

WINDOW AUDIT REPORT

Audit Number:

Membership Number:

Company:

Date Issued:

Address:

Contact Name:

Auditor:

Email:

Phone:

Phone:

JOB DETAILS

Audit Type: Manufacturer Importer Reseller No Product

Building Type: Housing Residential Commercial Not Identified

Job Name:

Site Address:

Job Number:

Item:

CODES USED IN THIS REPORT

C = Compliant

Considered satisfactory

M = Minor

At visits following accreditation, a description of the action taken or intended must be provided. Supporting evidence of this action will not be required as it will be reviewed at the next assessment.

N/C = Non-Compliant

A response on action taken is required with supporting evidence of this action.

O = Observation

This may be a recommendation, information/clarification on activities or a reminder or flag for follow-up/review at the next assessment.

N/A = Not Applicable

Not relevant or required

RESOLUTION OF PREVIOUS ISSUES

Issues raised in previous audit addressed? Yes No N/A

NOTES

COMPLIANCE PILLAR CHECKLIST

PRODUCT/S AUDIT

Supplier
 Product/Code
 Configuration
 Corner Yes No
 Frame Material
 Dimensions Height Width
 Finish

PRODUCT/S PERFORMANCE

PRODUCT PERFORMANCE

Rating as per AS 2047 **SLS (Pa)** **ULS (Pa)** **WPR (Pa)** **Air Inf.** C M NC O N/A

Specifications/Order/Quote

Testing Data

Test Number

Test Date

Product Verification

Methodology Manual Chart Software

Extrapolation Required Yes No

NOTES

Bushfire

Bal Rating BAL-12.5 BAL-19 BAL-29 BAL-40 BAL-FZ

Energy

WERS Certified Product List Yes No

Product ID

WERS Website U-Value SHGC

Customer Energy Specification (NatHers cert or similar)

Available Yes No

Customer Quote U-Value SHGC

NOTES

PRODUCT FABRICATION

C M NC O N/A

FRAMING

Material Aluminium uPVC Fibreglass
 Timber Steel
 Other (if ticked) Specify:

Finish Quality Powdercoating: AS 3715
 Anodising: AS 1231

Joint Seal Gasket Caulking Welded
 Correct Application Yes No

Sill Standard Number
 Sump Number
 Sub-Sill Number
 Stop-ends Yes No

Drainage Slot Size & Location

Shielding External Flap Hood Internal Baffles
 Others

Transom Number

Mullion Number

Sash Interlock Mullion
 Type/Number

NOTES

C M NC O N/A

WEATHER STRIPPING

Type Pile Fin Pile uPVC/EPDM Other

Method Application/Crimping

NOTES

HARDWARE

C M NC O N/A

Tick all applicable

Hinges	Rollers	Balances
Operators	Latches	Key Locks
Security Devices	Vent Locks	Restrictors
Other		

NOTES

REVEALS

C M NC O N/A

Type			Width
Flashing	Sill	Jamb	Head
Fixing			

NOTES

GLASS

C M NC O N/A

	Site Glazed	Factory Glazed	
Configuration	Single	Double	Triple
	Installed to AS/NZS 4666		Yes No
	Test Report Number:	Supplier Name:	

Sheet 1	Type	Thickness	Gas	
	Height	Width	Air	Argon
Sheet 2	Type	Thickness	Gap	
	Height	Width		
Sheet 3	Type	Thickness		mm
	Height	Width		
Safety Glass	Label	Etching	Supplier Name:	
Manifestation	Yes	No		

NOTES

CERTIFICATION

C M NC O N/A

Rating Label	SLS	ULS	WPR
Certificate	SLS	ULS	WPR

SUMMARY

ITEM ¹	C	M	NC	O	N/A	COMMENTS ²
Documents						
Frame						
Mullion						Fixed
						Sash
Transom						
Sash						
Hardware/Seals						
Glass						Thickness
						Type
Labels, Certification						
Reveals						
Finish						

NOTES

1. Detail Non-Compliant factors, including part numbers.
2. To be compliant, each item on the Job Sheet must be correctly glazed.
3. If report is non-compliant, the company contact must notify the AGWA of a remedy in writing within 14 days of Audit.

AUDITOR'S COMMENTS

SKILLS PILLAR CHECKLIST

TRAINING COMPLETED IN:

AS 1288 (at least one person required)

Staff Member Name	Position/Role	Date course Completed	Course Name
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TRAINING COMPLETED IN:

AS 2047 (at least one person required)

Staff Member Name	Position/Role	Date course Completed	Course Name
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Training or assessment must have been completed in the last 3 years.

AUDITOR'S COMMENTS

SAFETY PILLAR CHECKLIST

The following safety documents have been sighted by the assessor. Documents must be completed specific to the company being audited (no templates) with valid signatures and dates.

	YES	NO	N/A
Emergency Evacuation Plan			
WHS Policy/Safety Policy (including evidence of the consultation process)			
WHS Training Needs/Skills Matrix			
Safety Responsibilities Statement			
Hazard Identification and Control			
PPE Checklist and Monitoring			
First Aid Kit/First Aid officer			
Toolbox talks calendar/register of attendees			
Material Safety Data Sheets (MSDS)/Hazardous Chemical Register			
Risk Assessment Process			
Standard Operating Procedures/Risk Assessments/ Safe Work Method Statements			
Take 5/Ad hoc risk management system			
Return to Work Policy/Program			

Are Safety documents AGWA templates or proprietary?

AGWA Templates

Proprietary documents

AUDITOR'S COMMENTS

SIGNATURES

Company Contact Name:

Auditor's Signature: *Michael Spencer*

Audit Date: