

GGF GUIDANCE

GGF Industry Guidance: Approved Document Q - England Only: A Guide to Compliance

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Introduction

Approved Document Q (AD Q) was published by DCLG in April 2015 and became a requirement for new dwellings from 1st October 2015.

AD Q was introduced following a review of the Code for Sustainable Homes carried out in 2014 and the subsequent removal of this code from the planning system on 22nd April 2015.

AD Q applies to New Dwellings only, these being formed by new buildings or the conversion of existing buildings into new dwelling e.g. conversion of an office building into dwellings. AD Q does not apply to home extensions or replacement windows and doors.

Where Building Regulation approval was granted prior to 1st October 2015 and the building is started before 1st October 2016, the original Building Regulation approval may be used without reference to AD Q.

Where building works are not started before 1st October 2016, the requirements of AD Q will need to be included.

All Building Regulation approvals for new dwellings from 1st October 2015 will need to comply with the requirements of AD Q.

AD Q relates to the security of the windows and doors installed and is based on the security aspects only of PAS 24:2012 - PRODUCT ASSESSMENT SPECIFICATION Enhanced security performance requirements for doorsets and windows in the UK but similar schemes such as STS, LPS and European Standard BS EN 1627 – 1630 through the Foreword contained in PAS 24:2012 may be used.

Appendix B of AD Q provides a specification for bespoke timber doorsets where it is not economical for these bespoke doorsets to be tested to any of the accepted test standards.

NOTE: Although AD Q states a dated version of PAS 24 (2012), there may be a requirement to use the latest 2016 revision of this standard.



Glass and Glazing Federation

Glass and Glazing Federation
40 Rushworth Street, London. SE1 0RB
Tel: 020 7939 9100 Fax: 0870 042 4266
www.ggf.org.uk

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1. Scope

This document is intended to provide a workable interpretation of the requirements of AD Q as it applies to manufactured and installed windows and doorsets.

It is intended to show the various methods of demonstrating compliance to the Building Regulation requirements contained in AD Q.

2. AD Q - The Requirements

AD Q relates to New Dwellings only, these may be formed by New Build dwellings or New Dwellings created by the change of use to Dwellings of existing buildings.

AD Q requires all easily accessible windows and doorsets to be secure and this can be demonstrated by showing the windows and doorsets are:

- a. Manufactured to a design that has been shown by test to meet the security requirements of PAS 24:2012 or
- b. Designed and manufactured in accordance with Appendix B

NOTE: AD Q defines an easily accessible window or doorway as:

- A window or doorway, any part of which is within 2 metres vertically of an accessible level surface such as ground or basement level, or an access balcony; or
- A window within 2 metres vertically of a flat or sloping roof (with a pitch of less than 30 °) that is within 3.5 metres of ground level.

Alternative test evidence may be provided based on the following:

1. LPS 1175 Issue 7:2010, security rating 1 for windows and security rating 2 for doorsets
2. LPS 2081 Issue 1:2015, security rating B for doorsets (not applicable to windows)
3. STS 201 Issue 5:2013 for doorsets
4. STS 202 Issue 3:2011 burglary rating 2 for doorsets
5. STS 204 Issue 3:2012 for windows

Classification to the European Standard BS EN 1627:2011 is also acceptable although all door locks must also undergo the assessment requirements of Annex A of PAS 24:2012.

The classification of windows and doorsets when tested to BS EN 1627:2011 must be as follows:

1. Windows – RC2N
2. Doorsets – RC3

AD Q also contains reference to the installation and fixing of windows and doorsets detailed in clauses 1.5 and 1.6 for doorsets and clause 2.2 for windows.

When Bespoke Timber Doorsets are specified, these may be used without testing to any of the above standards but should be manufactured to the specification detailed in AD Q, Appendix B as a minimum.

3. Security Requirements of PAS 24:2012

PAS 24:2012 contains a number of requirements relating to windows and doorsets that are not considered to be security requirements as defined in AD Q.

The clauses within PAS 24:2012 which are applicable to security are as follows:

- 4.1.2 Doorsets – shall meet the requirements of subclauses:
 - 4.2 - Infill medium requirements
 - **Clause 4.2 refers to the 'Infill medium requirements' and details where laminated glass, classified to PIA or better when tested to BS EN 356:2000, must be fitted. This requirement states the following:**
 - **Where doorsets contain glass, each glazed area shall include at least one pane of laminated glass meeting the requirements of BS EN 356:2000, Class PIA or better, and be glazed in accordance with BS 6262.**
 - 4.3 – Letter plates – requirements when a letter plate is included
 - 4.4 - Classification
 - Annex A of PAS 24
 - Annex B of PAS 24 or BS EN 1627 classification RC3 including additional testing to PAS 24:2012 Annex A
- 4.1.3 Windows – shall meet the requirements of subclauses:
 - 4.2 - Infill medium requirements
 - **Clause 4.2 refers to the 'Infill medium requirements' and details where laminated glass, classified to PIA or better when tested to BS EN 356:2000, must be fitted. This requirement states the following:**
 - **Where windows contain glass and non key unlocking hardware, each glazed area shall include at least one pane of laminated glass meeting the requirements of BS EN 356:2000, Class PIA, and be glazed in accordance with BS 6262.**
 - 4.3 – Letter plates – requirements when a letter plate is included
 - 4.4 - Classification
 - Annex C of PAS 24 or BS EN 1627 classification RC2N

NOTE 1: The latest revision of PAS 24: 2016 has now included within subclause 4.2 the requirement for doorset coupled side panels and adjacent windows to also be glazed with PIA or better laminated glass.

NOTE 2: The latest revision of PAS 24 has changed the manner in which doorsets and windows are classified. In PAS 24:2012 doorsets were classified as either D K or D KT dependent on the type of lock cylinder tested (K indicating key operated from both sides, KT indicating key operated from the exterior and thumbturn internally) and windows were classified as W K or W KT to indicate whether the handle was key unlocking or not.

In the latest revision of PAS 24:2016, the classification has been changed to either D or W and all windows and doorsets, when tested against this revision, will be tested with internal thumbturns or similar non-key operated devices on doors and non-locking handles on windows.

4. Demonstrating compliance with AD Q

AD Q require that windows and doorsets are 'manufactured to a design that has been shown by test to meet the security requirements of PAS 24:2012 or designed and manufactured in accordance with Appendix B'.

4.1 Third party test evidence

The requirement stated in AD Q means that to satisfy the requirements of the Building Regulations, manufacturers, fabricators and installers of secure windows and doorsets may use third party test evidence.

This allows, for example, systems designers/houses to provide test evidence of design compliance to PAS 24:2012, together with the relevant manufacturing specification including the specific hardware used, to manufacturers and fabricators, who may then manufacture windows and doorsets to that specification and claim compliance to AD Q without further testing.

This method of demonstrating compliance may be of benefit to manufacturers who do not wish to hold test evidence in their own name and do not need to have the flexibility of changing hardware without further testing.

NOTE: This is the minimum requirement of demonstrating compliance to AD Q.

4.2 Manufacturer/Fabricator test evidence

Manufacturers and fabricators of windows and doorsets may also have their own test evidence based on testing to PAS 24:2012 or 2016 of their manufactured/fabricated products.

The testing régime requirements are identical to those detailed above but enables the manufacturer/fabricator to decide on the specification of the components used, although once tested they will not be able to vary the specification without suitable test evidence.

4.3 Third Party Certification

Third Party Certification of products may be achieved either by system designers/houses or by manufacturers/fabricators who have their own test evidence. The advantage of certification is that it demonstrates that an independent assessment of not only the test evidence is undertaken but manufacturing systems are reviewed and in the case of manufacturers/fabricators their quality managements system, including a review of their factory production control.

It is beneficial to ensure the third party certification body is UKAS accredited as this is a requirement should the manufacturer wish to achieve Secure by Design (SBD) status. The third party certification body will review the available test evidence and determine the product testing that will be required.

When windows and doorsets are third party certified to PAS 24 other aspects of the products will be included as detailed in PAS 24. These include:

- a. Products must be manufactured in accordance with the BS material standards as follows:
 - Timber windows and doorsets – BS 644
 - PVC-u windows and doorsets – BS 7412
 - Aluminium windows and doorsets – BS 4873
 - Steel windows and doorsets – BS 6510
 - Composite doorsets – BS 8529
- b. Products must be classified according to their intended use for all relevant characteristics in accordance with BS 6375:2009.

Third party certifiers will also, should the manufacturer/fabricator wish to change specification of components used, determine whether or not the change requires additional testing based on their knowledge and experience of testing.

5. Marking of Doorsets and Windows

In accordance with clause 5 of PAS 24:2012, all windows and doorsets shall be permanently marked, in a position visible and readily accessible when the product is open and not visible when the product is closed.

The marking should include the following information:

- The number and date of the Product Assessment Specification (PAS) that the product has achieved a pass when tested
- The date of manufacture of the product (at least year and quarter)
- The name or trademark of the manufacturer or other means of identifying the manufacturer
- The classification in accordance with subclause 4.4

NOTE: Marking may be covered by easily removable trims.