

BOARDING — LAYERS AND FIXINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Plasterboard and specialist boards to partitions, linings and ceilings · board type, layers, joint stagger, fixing centres · hold on the f...

KD-QA-DL-004 Rev A0

How this sheet works: the subcontractor ticks and initials each point as the work is checked. ONE named reviewer — the principal contractor's site manager or quality manager — releases every HOLD POINT on this sheet, all the way to completion. The client, contract administrator or clerk of works signs once, at the end. A stack of these signed at a desk is not evidence — every hold point needs a reading, a photo reference and a date. Issue with the activity RAMS.

1 WHERE — A STRANGER MUST BE ABLE TO FIND THIS AREA FROM THIS SHEET IN FIVE YEARS

BLOCK / BUILDING	LEVEL / FLOOR	ROOM / WALL REFERENCE	GRIDLINES	DRAWING AND REVISION
PROJECT / SITE REF	SITE	SPEC CLAUSE / SCHEDULE	SUBCONTRACTOR INSPECTOR	REVIEWER — RELEASES THE HOLD POINTS

2 THE SPECIFIED SYSTEM — FROM THE SPECIFICATION AND THE DRAWINGS, NOT FROM MEMORY

BOARD TYPE(S) AND THICKNESS PER LAYER	NUMBER OF LAYERS EACH FACE	TESTED DETAIL / ASSESSMENT REFERENCE
FIXING TYPE, LENGTH AND CENTRES SPECIFIED	JOINT FINISH LEVEL SPECIFIED	BOARD EDGES TO BE SUPPORTED?

3. Boards and fixings on site

CHECK & RECORD

Board type letter printed on the board matches the type the tested detail and specification call for — fire (F), moisture (H), impact or acoustic boards not substituted

BS EN 520 · TDS

Thickness measured on one board per pallet and recorded; boards dry, edges undamaged; stored flat off the floor

TDS

Screws the length the data sheet gives for the total board thickness and stud gauge; corrosion-resistant where a wet room or moisture board is specified

TDS

BOARD TYPES / THICKNESS MEASURED	SCREW TYPE / LENGTH
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS	DATE
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4. First layer — hold on fire- and acoustic-rated walls

HOLD POINT

Framing released on KD-QA-DL-001, services on KD-QA-DL-002 and infill on KD-QA-DL-003 before the first board goes on

Practice

Boards fixed at the specified centres — 300 mm in the field and 200 mm at board edges typical, measured on three boards and recorded; screws 10 mm or more from cut edges and 13 mm from paper-bound edges

BS 8212 · TDS

Screw heads driven just below the surface without breaking the paper; no missed studs (screws that spin)

BS 8000-8

Joints closed — first-layer joints within the tolerance the detail allows (3 mm typical) on fire walls; the first layer's joints will be covered by the second layer's boards

BS EN 1364-1 · TDS

First layer photographed on every fire- and acoustic-rated wall before the second layer, with the wall reference visible

Practice

FIXING CENTRES MEASURED FIELD / EDGE (MM)	LARGEST JOINT GAP (MM)	PHOTO REFS
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS	DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE
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5. Second and subsequent layers

HOLD POINT

☐	Joints staggered from the layer below by at least one stud spacing (600 mm typical) and staggered on opposite faces of the wall; no four-way joints	BS 8212 · TDS
☐	Screws the longer length the data sheet gives for the two-layer thickness, at the specified centres — recorded	TDS
☐	Board edges at openings — boards cut round openings, not jointed at the corners of openings (L-shaped cuts)	BS 8000-8
☐	Boards to ceilings fixed with joints staggered and the long edge across the supports; fixing centres per the ceiling data sheet	TDS
☐	Face layer joints tight — gaps 3 mm or less; cut edges chamfered where the detail requires it	BS 8000-8
STAGGER MEASURED (MM)		FIXING CENTRES MEASURED (MM)

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE		TIME	DATE

6. Openings, service cut-outs and edges

CHECK & RECORD

☐	Cut-outs for boxes and services neat, no more than 3 mm larger than the box; the gap sealed with the sealant the acoustic or fire detail names	Approved Document E
☐	Board stops short of the floor by the gap the detail gives (10 mm typical) and the gap is sealed with the specified sealant	BS 8212
☐	Corner beads, edge beads and stop beads fixed straight and plumb; external corners protected as specified	BS 8000-8
☐	Face flat — no more than 3 mm under a 2 m straightedge at board joints and across the wall	NHBC 9.1
WORST FLATNESS READING (MM OVER 2 M)		FLOOR GAP (MM) AND SEALED

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE				

7. Snagging closed and handover to the next trade

HOLD POINT

☐	Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it	Practice
☐	Area cleared of offcuts and dust; boards and finished surfaces protected where the next trade could damage them	Practice
☐	Photographs of every covered-up element on this sheet filed against the photo references before the next trade starts	Practice
☐	Area handed to the next trade on KD-QA-SYS-009 with the outstanding items listed	Practice
HAND TO (TRADE / NAME / DATE)		KD-QA-SYS-009 REFERENCE

RESULT	☐ Pass	☐ Fail	☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS		DATE	HOLD RELEASED BY THE REVIEWER — SIGNATURE		TIME	DATE

8 SNAGS FOUND IN THIS AREA — MINOR DEFECTS FIXED AND RE-CHECKED ON THE SHEET

A snag is a defect the trade puts right and someone else re-checks. Anything that fails an acceptance criterion outright, or cannot be fixed in the area, is a non-conformance and goes in the next section instead.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE...	OK?

9 NON-CONFORMANCES FOR THIS AREA — ONE BLOCK PER NCR; CLOSED BY SOMEONE OTHER THAN THE FIXER

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT				
CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN				
FIXED BY / DATE		RE-INSPECTED BY (NOT THE FIXER) / DATE		PHOTO REF(S)
NCR 2 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT				
CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN				
FIXED BY / DATE		RE-INSPECTED BY (NOT THE FIXER) / DATE		PHOTO REF(S)
NCR 3 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS
WHAT WAS FOUND — AGAINST WHICH ACCEPTANCE CRITERION; WHERE; EXTENT				
CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN				
FIXED BY / DATE		RE-INSPECTED BY (NOT THE FIXER) / DATE		PHOTO REF(S)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

PHOTO REF	POINT	WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE)	DATE / TIME	TAKEN BY

11 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

12 RELEASE

The reviewer confirms every hold point on this sheet was released and every snag and non-conformance is closed; the client, contract administrator or clerk of works then signs once. This sheet goes in the handover file with the photos it references.

Subcontractor — work complete and self-checked:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Reviewer — all hold points released, all snags and non-conformances closed:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

Client / contract administrator / clerk of works — final sign-off:

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

R REVISION HISTORY

Every revision of this document, and every review that found nothing to change. The revision on the front of this sheet is the one you are holding — check kubitdocs.com for the current one before use.

Rev	Date	Class	What changed	Authorised by
D0	2026-08-29	first-issue	First issue.	— not yet approved —
A0	2026-08-29	review	Approved for issue by the author. Content unchanged from the draft; the draft status strip is removed. No independent third-party review has been carried out.	Author — director, UK principal contractor, SMSTS. Not an independent review.

Class: first-issue · material (the law, a control, a field or the scope changed — past buyers are notified) · editorial (wording or layout only) · review (checked, nothing changed) · withdrawal. Revision prefix D = draft, not approved and not for sale; A = approved for issue by the person named, on the date shown.