

CLEAR FINISHES TO TIMBER — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Stains, varnishes, lacquers and oils · grain, colour sample, coat count, no water marks · one sheet per area

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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 / ZONE / AREA	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

TIMBER SPECIES AND CONDITION	CLEAR FINISH SYSTEM AND COATS	COLOUR / STAIN REFERENCE AND SAMPLE REF
DATA-SHEET LIMITS	SHEEN	WEAR AREA? (STAIRS, WORKTOPS, HANDRAILS)

3. Materials on site

HOLD POINT

Products, sheen and colours match the specified system (section 2) and the finishes schedule	Spec
Colour checked against the schedule BEFORE application — a wrong colour applied is the applicator's cost	TDS
Batch numbers recorded; ONE batch per area; tinted colour bought in one lot for the whole job including touch-in	NBS M60 · TDS
Every tin within shelf life; data sheets on site for every product	Spec
Stored dry and frost-free; frost-damaged material not used	NHBC 9.5.3
BATCH NUMBERS (PER PRODUCT)	DELIVERY NOTE / GRN REF

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

4. Timber acceptance

HOLD POINT

Timber moisture content 18 % or less; reading recorded	NHBC 9.5.5
Surface sanded through the grades to the specified grit with the grain; no cross-grain scratches, machine marks or raised grain	BS 8000-12
Dust, grease, pencil marks and glue squeeze-out removed — every mark shows through a clear finish	BS 8000-12
Existing finishes stripped or keyed as the specification requires; nail holes filled with a matched filler	NBS M60
Colour sample agreed on the same timber before staining — stain is not reversible	Spec
MOISTURE READING AND LOCATION	STAIN / COLOUR SAMPLE AGREED BY

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

5. Environmental conditions — before coating starts, every day

CHECK & RECORD

☐	Air and surface temperature at or above the data-sheet minimum for the product in use (trade emulsions typically 8–10 °C)	TDS
☐	Relative humidity at or below the data-sheet maximum (typically 80 %) during application AND drying	TDS
☐	Surfaces free from condensation; not painted until any moisture on the surface has evaporated	NHBC 9.5.4
☐	Adequate ventilation during application and drying; conditions will hold until the coat is dry	TDS
☐	Readings logged on KD-QA-SYS-006	BS 6150 Cl. 10

DATE / TIME	AIR °C	SURFACE °C	RH %	IF OUTSIDE LIMITS — ACTION TAKEN

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo

SUB SELF-CHECK — INITIALS	DATE

6. Protection and masking

CHECK & RECORD

☐	Fixtures, fittings and ironmongery removed before coating, or protected where they cannot be removed	NBS M60
☐	Floors, glazing, tiles and adjacent finished work protected; masking to a clean, straight line	Spec
☐	"Wet paint" signs and barriers where other trades or the public could touch fresh coatings	NBS M60
☐	Protection intact and maintained until handover	NHBC 9.5.10

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo

SUB SELF-CHECK — INITIALS	DATE

7. Stain and first coat

HOLD POINT

☐	Reviewer accepted the timber before staining	Spec
☐	Stain applied evenly along the grain, wiped as the data sheet states; no laps, no blotching on end grain	TDS
☐	First seal coat full and even; denibbed when dry with fine abrasive; dust removed	BS 8000-12 · TDS

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. Benchmark — the first finished area sets the standard

HOLD POINT

☐	A sample area (about 10 m ² or the first element) finished before general work starts; location agreed	Spec
☐	Viewed in daylight from 2 m — not by shining artificial light on the surface; wall lights and uplighters off	NHBC 9.1.10
☐	Colour, sheen, texture and finish agreed by the reviewer — and by the client / contract administrator where the specification requires — and recorded on KD-QA-SYS-004	Spec
☐	Method, tools and thinning recorded and kept for the rest of the area	Spec
☐	This area IS the benchmark, or matches the agreed benchmark area named below	Spec

BENCHMARK AREA	TOOLS / METHOD / THINNING USED	AGREED BY (REVIEWER; CLIENT / CA IF REQUIRED)

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

QUALITY — ONE PER AREA

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HOLD POINT

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

HOLD POINT

- | | | | | | | | |
|--|--|------------------------|--|--|--|---------------------------|--|
| 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 | |
| | | | | | | | |

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.

[illegible]

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QUALITY — ONE PER AREA

continued

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12 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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.