

DECORATION PACKAGE — ITP COVER SHEET

One per decoration package — systems by area, agreed hold points, the reviewer, and the register of every area sheet

QUALITY — ONE PER PACKAGE

KD-QA-PD-100 Rev A0

The decoration version of the package cover sheet (KD-QA-SYS-001): the specification and systems the package is painted to, the hold and witness points agreed with the client before work starts, the one named reviewer, the benchmark references, and a register of every area checklist raised. The area sheets record the checks; this proves they were planned.

1 PACKAGE

PROJECT / SITE REF	SITE	DECORATING SUBCONTRACTOR	REVIEWER — RELEASES EVERY HOLD POINT
SPECIFICATION / FINISHES SCHEDULE / DRAWINGS (WITH REVISIONS)	SUBCONTRACTOR QA CONTACT		CLIENT / CA / CLERK OF WORKS

2 SYSTEMS BY AREA

AREAS	ELEMENT	SUBSTRATE	SPECIFIED SYSTEM / PRODUCT / COATS	COLOUR RE...	CHECKLIST	BENCHMARK R...

3 HOLD, WITNESS AND CHECK POINTS AGREED FOR THIS PACKAGE

Agree these with the client or contract administrator BEFORE the first coat. The decoration checklists mark materials, substrate, first coat on new plaster, benchmark, final coat and handover as holds released by the reviewer; the client attends where this table says so.

INSPECTION POINT	H / W / S	RELEASED BY	NOTICE	CLIENT ATTEND...	EVIDENCE REQUIRED

4 COLOUR AND BATCH SCHEDULE

COLOUR NAME / REF	PRODUCT	AREAS	BATCH NUMBERS	TOUCH-UP STOCK LE...

5 AREA REGISTER — ONE LINE PER AREA CHECKLIST RAISED

continued

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The reviewer confirms the points in section 3 were agreed before work started; the client or contract administrator confirms agreement to the plan. Area releases are signed on the area sheets.

PRINTED NAME	ROLE / POSITION	COMPANY	SIGNATURE	DATE	TIME

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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	2026-08-28	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.