

DRY-LINED AND JOINTED BOARDS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Taped-and-jointed plasterboard · joint finish level, sealing coat, flashing under critical light · one sheet per room

KD-QA-PD-007 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 / 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

JOINT FINISH LEVEL SPECIFIED	SYSTEM — SEALER / MIST / COATS	CRITICAL LIGHTING? (Y/N — WALLS UNDER SIDE LIGHT OR DOWNLIGHTS...
COLOUR REFERENCE(S)	DATA-SHEET LIMITS	APPLICATION METHOD

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. Joint and board acceptance

HOLD POINT

Joints finished to the specified level — Level 5 (skim coat over the whole board) where critical light or the specification requires; joint compound fully dry	Spec					
Joints, screw heads and corner beads flush and sanded; no ridges, sanding scratches or exposed paper fibres; dust removed	NBS M60					
Board paper unblemished — torn or raised paper sealed with the specified sealer before coating	TDS					
Boards sound and fixed; no proud screws; movement or control joints as detailed	Spec					
LEVEL ACHIEVED / BY WHOM	DEFECTS REPORTED — TO WHOM					
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

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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. Sealing coat — the drywall primer

HOLD POINT

	Reviewer accepted the joints before sealing	Spec
	Specified drywall sealer / primer-sealer over the whole board — a standard mist coat leaves joints and paper absorbing differently and flashing shows	NHBC 9.5.7 · TDS
	Full, even coverage; dry before the next coat	TDS
	Raking-light check after the sealer to find joint and sanding defects — then made good and re-sealed (the one time raking light is used)	Practice

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 m² 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)

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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

9. Finish coats

HOLD POINT

☐	No flashing or joint banding under the room's own lighting; matt or flatter finish used where the benchmark showed roller marking under critical light	TDS · Spec
☐	Full opacity; even sheen; no roller texture beyond the benchmark; cutting-in clean	NBS M60 · NHBC 9.5.10
☐	Coverage reconciled against area and spreading rate	TDS
☐	Inspected in daylight from 2 m with no artificial light on the surface — and, where the room will be lit by downlighters, under those	NHBC 9.1.10
COATS APPLIED	VIEWING CONDITIONS	

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

10. Snagging closed and handover

HOLD POINT

☐	Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it	Practice
☐	Protection removed; area clean; fixtures, fittings and furniture reinstated	NHBC 9.5.10
☐	Spare touch-up material (same batch) and the colour schedule handed over for maintenance	TDS
☐	Curing window advised — no wear or pressure-sensitive tape on fresh coatings until the data-sheet cure	TDS
☐	Finished work protected against dirt and damage 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 HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

11 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 / DAT...	OK?

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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.