

EXTERNAL FERROUS METALWORK PAINTING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Railings, gates, balustrades, lintels and brackets · rust grade, preparation standard, primer within hours, DFT · one sheet per ele...

KD-QA-PD-027 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	ELEMENT GROUP / ELEVATION	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 DATA SHEET, NOT FROM MEMORY

METAL AND CONDITION	SYSTEM — PRIMER / INTERMEDIATE / FINISH	SPECIFIED DFT PER COAT / TOTAL (...)	DATA-SHEET LIMITS
COLOUR REFERENCE(S)	PREPARATION STANDARD SPECIFIED	GALVANISED ELEMENTS — PRE-TREATMENT SPECIFIED	

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, not the manufacturer's	TDS
Batch numbers recorded; ONE batch per area; tinted colour bought in one lot for the whole job including touch-in	NBS M60 · TDS
Where more than one can of a colour is used in the same area, packs intermixed before use	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. Surface preparation acceptance

HOLD POINT

Rust and mill scale removed to the specified standard (St 2 / St 3 hand or power tool, or blast grade) — compared against the visual standard	BS EN ISO 8501 · NBS M60
Grease, oil, salts and dust removed; weld spatter and sharp edges dressed	NBS M60
Galvanised: degreased and mordant / T-wash or etch primer applied — never a standard primer on galvanised	NBS M60 · TDS
Prepared steel primed within the time the data sheet allows (same day) — flash rusting means re-preparation	TDS
Existing sound coatings feathered and keyed; defective coatings removed to a firm edge	NBS M60

PREPARATION STANDARD ACHIEVED / METHOD

TIME FROM PREPARATION TO PRIMER

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 and during coating

CHECK & RECORD

- ☐ Steel temperature at least 3 °C above dew point; air and steel within the data-sheet limits; RH within limit
- ☐ No coating onto wet, frosty or dew-covered steel; no rain forecast for the data-sheet period
- ☐ Readings logged

TDS · ISO 8502-4

TDS

BS 6150 Cl. 10

DATE / TIME

AIR °C

SURFACE °C

RH %

IF OUTSIDE LIMITS — ACTION TAKEN

STEEL °C

DEW PT °C

RESULT

☐ Pass

☐ Fail

☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6. Priming

HOLD POINT

- ☐ Reviewer accepted the prepared surface before priming
- ☐ Primer to the specified DFT — wet-film readings taken; stripe coat to edges, welds, bolts and corners by brush
- ☐ Full coverage to all faces including undersides, backs and hidden faces; recoat within the window

Spec

TDS · NBS M60

NBS M60

WFT READINGS (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

7. Benchmark — the first element sets the standard

HOLD POINT

- ☐ First panel or bay finished; colour, gloss and finish agreed in daylight; recorded on KD-QA-SYS-004

NHBC 9.1.10

BENCHMARK AREA

ROLLER NAP / THINNING / BRUSH 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

8. Intermediate and finish coats

HOLD POINT

- ☐ Each coat to the specified DFT with WFT control; recoat intervals respected; stripe coats repeated where specified
- ☐ Total DFT measured with a calibrated gauge at the specified frequency and recorded; thin areas recoated
- ☐ Even sheen and colour; no runs, sags, holidays or dry spray; edges and bolt heads fully coated
- ☐ No paint on adjacent brick, stone, glass or paving; masking removed cleanly
- ☐ Inspected in daylight at normal viewing distance

TDS

TDS · NBS M60

NBS M60

NHBC 9.5.10

NHBC 9.1.10

DFT READINGS (MM) / GAUGE REF

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

9. Snagging closed and handover

HOLD POINT

Every snag (section 13) and non-conformance (section 14) 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 paint (same batch) and the colour schedule handed over for maintenance	TDS
Cure before use / contact per the data sheet; gates and moving parts operable	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

10 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 (WALL / ELEMENT / HEIGHT)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE	OK?

11 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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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	2026-08-28	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.