

EXTERNAL JOINERY PAINTING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Windows, doors, fascias, soffits and bargeboards · moisture, end grain, back-priming, three coats, weather · one sheet per elevati... KD-QA-PD-025 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	ELEVATION / WINDOW GROUP	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

JOINERY TYPE AND CONDITION	SYSTEM — PRIMER / UNDERCOAT / FINISH AND COATS	FINISH	DATA-SHEET LIMITS
COLOUR REFERENCE(S)	TIMBER MOISTURE LIMIT	ACCESS AND SCAFFOLD TAG REF	

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. Joinery acceptance

HOLD POINT

Timber moisture content 18 % or less — meter reading recorded; no painting of wet timber after rain	NHBC 9.5.5
End grain, rebates, drips and the backs of joinery primed before fixing or accessible for priming now; putty and glazing beads sound	NBS M60 · NHBC 9.5.5
Existing coatings: defective areas removed to a firm edge; bare timber primed the same day; rot reported and repaired	NBS M60
Knots treated; resinous timber sealed; nail holes and open joints filled with exterior filler after priming	NBS M60
Moving parts eased; ironmongery removed or masked; weather seals protected	NBS M60

MOISTURE READING(S) AND LOCATION

REPAIRS REQUIRED — 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. Weather and environmental conditions — before coating, every day

CHECK & RECORD

- Temperature within the data-sheet limits and forecast to hold through drying; no coating onto frost, dew or wet timber
- No rain forecast for the data-sheet period after application; work planned by elevation with the weather
- Readings and forecast logged

TDS · NHBC 9.5.4

TDS

BS 6150 Cl. 10

DATE / TIME	AIR °C	SURFACE °C	RH %	FORECAST AND DECISION

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 joinery before priming
- Exterior primer to all faces, edges, end grain and rebates; full coat, no misses
- Filling after priming, spot-primed; denibbed

Spec

NBS M60 · NHBC 9.5.5

NBS M60

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 window or fascia run finished and agreed in daylight; recorded on KD-QA-SYS-004
- Brush and method recorded

NHBC 9.1.10

Spec

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. Undercoat and finish

HOLD POINT

- Minimum primer + undercoat + finish; each a full coat within one month of the previous; denibbed between coats
- Even sheen, no runs, curtains, misses or brush marks; putty lines and drips coated; glazing line clean
- Opening edges, rebates and bottom rails coated; sashes and doors operate without binding
- No paint on glass, weather seals, ironmongery, brick or cills beyond the line
- Inspected in daylight at normal viewing distance

NHBC 9.5.5

NBS M60

NBS M60

NHBC 9.5.10

NHBC 9.1.10

COATS APPLIED (P/U/F)	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

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HOLD POINT

NHBC 9.5.10

SUB SELF-CHECK — INITIALS DATE HOLD RELEASED BY THE REVIEWER — SIGNATURE TIME DATE

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]

NCR 1 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

NCR 2 — REFERENCE	POINT	OWNER (NAMED PERSON)	DUE	STATUS

CORRECTIVE ACTION, AND WHAT STOPS IT HAPPENING AGAIN

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Approved for review by: Author — director, UK principal contractor, SMSTS. Not an independent review.
 TEMPLATE ONLY. The checks printed here are a starting point. The project specification and the manufacturer's data sheet take precedence wherever they differ; a competent person adapts this document to them before it is issued.
 HOLD = the work stops until the named reviewer has released it in writing. Quality basis: BS 6150:2019 (Clause 10, inspection); NHBC Standards Ch. 9.1 and 9.5 where the work is residential; BS 8000-12:1989; the project specification; the manufacturer's data sheets.
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continued

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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.