

FITTED FURNITURE AND PANELLING FINISHES — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Painted and lacquered fitted units, panelling and MDF · spray or brush, edge sealing, sample door · one sheet per room

KD-QA-PD-013 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

SUBSTRATE	SYSTEM AND METHOD	SAMPLE DOOR / PANEL AGREED (REF)
COLOUR / FINISH REFERENCE	DATA-SHEET LIMITS	FINISHED IN SITU OR OFF SITE?

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. Unit and panel acceptance

HOLD POINT

MDF edges and cut faces sealed with the specified MDF primer / sealer — unsealed edges drink the finish and show	TDS
Surfaces filled, sanded and dust-free; hinge and handle holes drilled before finishing; no glue on faces	BS 8000-12
Off-site finished units inspected on delivery for damage and colour match before installation — damage recorded and rejected here, not after fitting	Spec
Units level, plumb and fixed; scribes and infills fitted before finishing in situ	Spec
DELIVERY INSPECTION — DATE / BY / RESULT	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)
- Relative humidity at or below the data-sheet maximum (typically 80 %) during application AND drying
- Surfaces free from condensation; not painted until any moisture on the surface has evaporated
- Adequate ventilation during application and drying; conditions will hold until the coat is dry
- Readings logged on KD-QA-SYS-006

TDS

TDS

NHBC 9.5.4

TDS

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. Masking and spray control

CHECK & RECORD

- Adjacent finishes, floors and glazing masked; spray exclusion zone and ventilation in force where spraying in situ
- Fire and smoke detectors covered under KD-PTW-FI-023 where spraying

Spec

Spec

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

SUB SELF-CHECK — INITIALS

DATE

7. Priming

WITNESS

- Primer compatible with the substrate and the finish; full coat including edges and undersides; denibbed

TDS

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

SUB SELF-CHECK — INITIALS

DATE

WITNESSED BY THE REVIEWER — NAME

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
- Viewed in daylight from 2 m — not by shining artificial light on the surface; wall lights and uplighters off
- 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
- Method, tools and thinning recorded and kept for the rest of the area
- This area IS the benchmark, or matches the agreed benchmark area named below

Spec

NHBC 9.1.10

Spec

Spec

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

9. Finish coats

HOLD POINT

- | | |
|--|-------------|
| Sample door / panel matched — colour, sheen and texture; no orange peel, runs, dry spray or dust inclusions | Spec · TDS |
| Edges, arrises and inside faces of doors coated; no build-up in hinge recesses; doors and drawers operate freely | BS 8000-12 |
| No overspray on adjacent finishes; masking removed cleanly | NHBC 9.5.10 |
| Inspected in daylight from 2 m | 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.

[illegible]

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.