

INTERNAL DECORATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Emulsion to new plaster and plasterboard · one checklist per room or area · tick as you walk · hold points stop the work until relea...

KD-QA-PD-001 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 DATA SHEET, NOT FROM MEMORY

SUBSTRATE(S)	MANUFACTURER / PRODUCTS / NUMBER OF COATS	FINISH / SHEEN	DATA-SHEET LIMITS
COLOUR REFERENCE(S) FOR THIS AREA	SPREADING RATE (M ² /L)	AREA TO COAT (M ²)	CRITICAL LIGHTING AREA? (Y/N, PRODUCT AGREED)

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. Substrate acceptance		HOLD POINT
Sufficiently dry in depth to suit the coating — even pale colour, no dark or damp patches; meter reading recorded below		NBS M60 · BS 6150
Visibly sound — no powdering or crumbling; powdery surfaces stabilised with thinned coat or sealer per the data sheet		NHBC 9.5.7
Efflorescence removed with a dry cloth and growth ceased before painting		NBS M60
Nibs, trowel marks and plaster splashes scraped off; over-trowelled polished areas lightly abraded to give a key		NBS M60
Joints, cracks and holes filled flush and sanded; filler brought forward with the thinned first coat before the finish		NBS M60 · TDS
Dust, grease and contamination removed; contamination or defects that cannot be made good reported BEFORE coating		NBS M60
MOISTURE READING AND LOCATION	PLASTER AGE (D)	DEFECTS REPORTED — TO WHOM, WHEN

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	

INTERNAL DECORATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-PD-001 Rev A0

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 — the ambient-conditions log (KD-QA-SYS-006) is kept for the file	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. 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. First coat — primer / mist coat

Hold on new plaster · witness on redecoration

HOLD POINT

☐	Substrate inspected and accepted by the reviewer BEFORE the first coat goes on (and by the client's agent where the specification says so)	Spec
☐	Correct product and dilution as the data sheet states — mist-coat dilutions differ by product (from about 10 % to 40 % water); use the sheet, not memory	TDS
☐	Applied as soon as possible on the same day preparation is completed; sealing coat on dry lining	NBS M60 · NHBC 9.5.7
☐	Full, even coverage — no misses; dry before the next coat	TDS
☐	Defects revealed by the first coat made good and re-primed	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

--	--	--	--	--

8. Benchmark — the first finished area sets the standard

HOLD POINT

A sample area of about 10 m ² (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, opacity and finish agreed by the reviewer — and by the client / contract administrator where the specification requires — and recorded on KD-QA-SYS-004	Spec
Technique fixed for the job: same thinning for cutting-in and rolling; cut in one wall at a time and roll wet into it; roller nap recorded	TDS
This area IS the benchmark, or matches the agreed benchmark area named below	Spec
Critical-lighting areas identified and the product for them agreed with the reviewer (e.g. a flatter finish where roller marking would show)	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

9. Intermediate coats

CHECK & RECORD

Previous coat inspected before the next is applied	Spec
Recoat interval respected (typically 2–4 h at data-sheet conditions); previous coat dry	TDS
Full coverage; no runs, sags or misses; no brush marks or roller texture beyond the benchmark	NBS M60
No thinning or intermixing of coatings except as the manufacturer recommends	NBS M60
Cutting-in sharp and straight	NBS M60

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

SUB SELF-CHECK — INITIALS DATE

10. Final coat — ceilings and walls

HOLD POINT

Ceilings: even, smooth, uniform colour and sheen; back-rolled where spray applied; no paint on light fittings or detectors	NBS M60
Walls: free from brush marks, sags, runs and other defects; matches the benchmark sheen and texture	NBS M60 · NHBC 9.5.10
Background or undercoat not visible — no grinning; minimum two coats, more where the colour change needs it	NHBC 9.5.7 · 9.5.10
Cut in neatly to cornice, architraves and skirtings; no over-painting onto adjacent finishes	NBS M60
No paint on switches, sockets, hinges, glazing, tiles or floors; no dust, hairs or contamination in the film	NHBC 9.5.10
Coverage reconciled: litres used against area and the data-sheet spreading rate — the check that catches grinning	TDS
Inspected in daylight from 2 m with no artificial light on the surface	NHBC 9.1.10

COATS APPLIED LITRES USED / AREA M² VIEWING CONDITIONS AT INSPECTION

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

INTERNAL DECORATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-PD-001 Rev A0

11. 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
Curing window advised to the client — no wear or pressure-sensitive tape on fresh coatings until the data-sheet cure (often 7–14 days on joinery systems)	TDS
Finished paintwork 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

12 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 / HEIGH...	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

13 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)

INTERNAL DECORATION — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-PD-001 Rev A0

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)

14 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

15 NOTES FOR THIS AREA

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

16 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	2026-08-27	first-issue	First issue — sample built for review.	— not yet approved —
D1	2026-08-28	material	Criteria re-sourced after the market and technical benchmark: plaster dryness worded to NBS M60 / BS 6150 with the reading recorded; dew-point rule removed from decoration (kept for steel); viewing rule to NHBC 9.1.10; first coat on new plaster a hold point; sign-off chain — one named reviewer releases every hold, client / CA / clerk of works sign once at the end; snag list, NCR blocks, photo log added.	— 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.