

MOVEMENT AND PERIMETER JOINTS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Sealant to movement joints, perimeter joints and junctions between materials · joint preparation and backing before sealing, prim...

KD-QA-MS-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 DRAWINGS, NOT FROM MEMORY

SEALANT SPECIFIED (TYPE / PRODUCT / COLOUR)	JOINT WIDTH RANGE AND DEPTH (MM)	BACKING MATERIAL AND PRIMER SPECIFIED
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3. Joint preparation and backing — before any sealant

HOLD POINT

- Joint width measured at three points per joint and within section 2; joints narrower than the data-sheet minimum (6 mm is commonly quoted) or wider than the maximum referred back before sealing BS 6213 · TDS
- Joint faces clean, dry, sound and free of dust, laitance, release agent and old sealant; cleaned with the solvent the data sheet names and left to flash off BS 8000-16 · TDS
- Backer rod the closed-cell type and the diameter the data sheet gives (about 25 % larger than the joint) pushed in to leave the sealant depth in section 2 — depth measured; bond-breaker tape where the joint is too shallow for a rod BS 8000-16
- Primer applied to both faces where the data sheet requires it for this substrate, and the sealant applied within the primer's open time; primer product and time recorded TDS
- Masking tape to both edges where a neat line is specified; air and surface temperature within the data-sheet range and the surface at least 3 °C above dew point TDS

JOINT WIDTH READINGS (MM)	SEALANT DEPTH AFTER BACKER (MM)	PRIMER / TIME / TEMPERATURE
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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

4. Application and tooling

WITNESS

- Sealant the product and batch in section 2, within shelf life; gunned in one pass to fill the joint fully against the backer with no voids, air pockets or three-sided adhesion BS 8000-16 · TDS
- Tooled to a smooth, slightly concave face with the specified tool before skinning; masking removed immediately; no smears on adjacent finishes BS 8000-16
- Joints continuous with no gaps or thin spots; corners and changes of direction filled; sealant not applied over a joint that is moving (freshly laid screed, wet trades still drying) BS 8000-16

BATCH NUMBERS	LENGTH SEALED (M) / DATE					
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	

5. Cure and handover

HOLD POINT

Joint left undisturbed for the data-sheet cure before it is wetted, painted (where the sealant is paintable) or loaded; cure time recorded

Cured joint checked by finger pressure along its length — adhered to both faces, no cracking, slumping or discolouration; a failed length cut out and re-done, not patched over

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it; data sheet and batch record in the handover file

CURE TIME BEFORE WETTING / LOADING (H)

ADHESION CHECKED BY / DATE

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 _____

6 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]

7 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
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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
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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)

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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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.