

NEW JOINERY PAINTING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Skirtings, architraves, doors, frames and linings in softwood and MDF · primer, undercoat and finish · one sheet per area

KD-QA-PD-008 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

JOINERY TYPE	SYSTEM — PRIMER / UNDERCOAT / FINISH AND COATS	FINISH / SHEEN	DATA-SHEET LIMITS
COLOUR REFERENCE(S)	TIMBER MOISTURE LIMIT	FIRE DOORS IN THIS AREA? (REFS)	

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		NHBC 9.5.5
Joinery fixed, punched and filled; mitres and scribes tight; no splits, raised grain or planer marks beyond what filling and sanding remove		NBS M60
Knots treated with knotting; resinous areas sealed; end grain and rebates accessible for priming		NBS M60 · NHBC 9.5.5
MDF: edges and cut faces sealed with the specified MDF primer or sealer before undercoat		TDS
Pre-primed joinery: primer sound and adherent — abrade and re-prime where damaged or weathered		NBS M60
Moving parts eased before coating; ironmongery removed or masked		NBS M60
MOISTURE READING(S) AND LOCATION	JOINERY 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	

NEW JOINERY PAINTING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-PD-008 Rev A0

5. Environmental conditions — before coating, 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. Priming

HOLD POINT

☐	Reviewer accepted the joinery before priming	Spec
☐	All faces primed — including door top and bottom edges, rebates, backs of skirtings and architraves where accessible, glazing beads	NBS M60 · NHBC 9.5.5
☐	Primer to the data sheet — correct product for softwood / MDF / hardwood; full coat, no misses	TDS
☐	Filling completed after priming and spot-primed; denibbed	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 finished element sets the standard

HOLD POINT

☐	First door or run of skirting finished before general work; agreed as the standard	Spec
☐	Viewed in daylight from 2 m; sheen, colour, brush finish and line agreed and recorded on KD-QA-SYS-004	NHBC 9.1.10
☐	Brush, application method and thinning recorded and kept for the rest of the area	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

CHECK & RECORD

☐	Undercoat applied within one month of the primer; previous coat lightly denibbed and dust removed	NHBC 9.5.5
☐	Full coat, even, no runs or misses; joints of trims to walls and ceilings filled with flexible filler before finish	NBS M60
☐	Recoat interval respected	TDS

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

SUB SELF-CHECK — INITIALS DATE

QUALITY — ONE PER AREA

KD-OA-PD-008 Rev A0

HOLD POINT

- COATS APPLIED (P/U/E) VIEWING CONDITIONS AT INSPECTION

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

HOLD POINT

- 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]

NEW JOINERY PAINTING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

continued

KD-QA-PD-008 Rev A0

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	2026-08-28	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.