

REDECORATION OF EXISTING SURFACES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Previously painted walls, ceilings and trim · washing down, adhesion, lead-suspect coatings, stain blocking · one sheet per area

KD-QA-PD-002 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

EXISTING COATING(S) AND SUBSTRATE	MANUFACTURER / PRODUCTS / NUMBER OF COATS	FINISH / SHEEN	DATA-SHEET LIMITS
COLOUR REFERENCE(S) FOR THIS AREA	BUILDING / COATING AGE	LEAD REGISTER REF (KD-RAMS-LD-001)	STAINS / CONTAMINATION P...

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. Existing surface acceptance

HOLD POINT

Lead register consulted; lead-suspect coatings prepared only by the wet or chemical method under KD-RAMS-LD-002 — no dry abrasion or burning	CLAW 2002 · L132
Existing coating sound and adherent — cross-hatch or tape test where in doubt; loose, flaking or defective areas removed to a firm edge	NBS M60
Washed down with sugar soap or the specified cleaner and rinsed; grease, nicotine and dirt removed	NBS M60
Gloss and sheen surfaces abraded to provide a key; dust removed	NBS M60
Stains sealed with the specified stain-blocking primer before emulsion (water marks, nicotine, soot, ink)	TDS
Cracks, holes and damage filled flush and sanded; filler brought forward with thinned coat	NBS M60 · TDS
Damp, salts or mould diagnosed and treated before coating — cause fixed, not painted over	NHBC 9.5.7

ADHESION TEST RESULT / LOCATION

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		

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
☐	Occupied areas: furniture moved or covered, floor protection sealed at edges, dust screens where sanding	Spec

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

SUB SELF-CHECK — INITIALS DATE

7. First coat

Witness on redecoration · hold where the substrate was bare

WITNESS

☐	Correct product for the existing coating — water-based over solvent only where the data sheet allows and after keying	TDS
☐	Bare patches spot-primed; full first coat even, no misses; dry before the next	NBS M60
☐	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 WITNESSED BY THE REVIEWER — NAME 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

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. Final coat

HOLD POINT

	Uniform colour and sheen matching the benchmark; no flashing where old and new coatings meet	NBS M60
	Full opacity over the old colour — no grinning; extra coats where the colour change needs them	NHBC 9.5.10
	Cut in neatly; no paint on fittings, switches, glazing, floors	NBS M60 · NHBC 9.5.10
	Coverage reconciled: litres used against area and spreading rate	TDS
	Inspected in daylight from 2 m with no artificial light on the surface	NHBC 9.1.10
COATS APPLIED	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

10. 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

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.

NO.	WHERE (WALL / ELEMENT / HEIGH...	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DAT...	OK?

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.