

REDECORATION OF JOINERY AND DOORS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Previously painted or varnished joinery and doors · keying, lead risk, ironmongery, fire-door integrity · one sheet per area

KD-QA-PD-009 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 FINISH AND SUBSTRATE	SYSTEM AND COATS	FINISH / SHEEN	DATA-SHEET LIMITS
COLOUR REFERENCE(S)	LEAD REGISTER REF	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. Existing joinery acceptance

HOLD POINT

Lead register consulted; lead-suspect coatings prepared by wet or chemical methods only (KD-RAMS-LD-002)	CLAW 2002 · L132
Existing coating sound; defective areas removed to a firm edge; bare timber spot-primed	NBS M60
Washed down and rinsed; gloss surfaces abraded to a key; dust removed	NBS M60
Fire doors: certification labels, intumescent and smoke seals and gaps identified — none to be painted over or altered	BS 8214 · door test evidence
Ironmongery removed (or masked where it cannot be); moving parts eased	NBS M60
Damaged timber, rot or open joints reported and repaired before coating	NBS M60

ADHESION / KEYING CHECK

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, 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

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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

6. Priming and undercoat

WITNESS

☐	Bare and filled areas primed with the specified primer; full undercoat where the colour or sheen changes	NBS M60
☐	Recoat interval respected; denibbed between coats	TDS · NHBC 9.5.5

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

7. Benchmark — the first finished element sets the standard

HOLD POINT

☐	First door or run finished and agreed in daylight from 2 m; recorded on KD-QA-SYS-004	NHBC 9.1.10
☐	Brush, method and thinning recorded	Spec

BENCHMARK AREA ROLLER NAP / THINNING / BRUSH USED AGREED BY (REVIEWER; CLIENT / CA IF REQUIRED)

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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

8. Finish coat

HOLD POINT

☐	Sheen consistent and matching the benchmark; no runs, brush marks, fat edges or misses	NBS M60
☐	Sharp lines to walls; no paint on hinges, handles, glass, seals, labels or floors	NHBC 9.5.10
☐	Door edges and rebates coated; doors close without binding; fire doors still meet their gap tolerances after paint build	NBS M60 · door test evidence
☐	Ironmongery refitted and free of paint	NHBC 9.5.10
☐	Inspected in daylight from 2 m with no artificial light on the surface	NHBC 9.1.10

COATS APPLIED VIEWING CONDITIONS AT INSPECTION

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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

9. 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

10 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?

11 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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.