

SKIM AND FLOAT — FLATNESS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Gypsum skim to plasterboard and float-and-set to masonry · background, key, coats, thickness and NHBC 9.1 flatness · one shee... KD-QA-DL-007 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

BACKGROUND(S)	PLASTER SYSTEM AND COATS SPECIFIED	COAT THICKNESSES SPECIFIED (MM)
BEADS AND STOPS SPECIFIED	FLATNESS TOLERANCE SPECIFIED	FINISH SPECIFIED

3. Background acceptance

HOLD POINT

Background sound, clean and free of dust, oil and release agent; masonry joints raked or flush as the plaster data sheet requires	BS EN 13914-2
Suction controlled — bonding agent or the specified primer where the data sheet requires it for this background; high-suction blockwork dampened or primed as the data sheet states	TDS
Plasterboard joints filled and dry; scrim to all joints and angles before skimming; plasterboard fixed at the centres on KD-QA-DL-004	BS 8212
Beads fixed plumb and level; movement beads over every structural movement joint and at the changes of background the drawing shows	BS 8000-10
Building weathertight; air temperature 5 °C or above and not above the data-sheet maximum; no frozen background	TDS
PREPARATION / PRIMER APPLIED (PRODUCT)	AIR °C / 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		

4. Coats

WITNESS

Float coat at the specified thickness (measured with a depth gauge at three points and recorded), ruled off flat and keyed before it sets	BS 8000-10					
Each coat left the data-sheet interval before the next; skim applied in two passes to the specified thickness (2 mm typical), trowelled to a smooth, blemish-free finish	TDS					
Set plaster not over-trowelled or polished — a polished skim will not take paint	BS EN 13914-2					
FLOAT THICKNESS MEASURED (MM) AT THREE POINTS	SKIM THICKNESS (MM)					
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			

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5. Flatness and tolerances

HOLD POINT

Surface flat to within 3 mm under a 2 m straightedge, measured in three directions on each wall and recorded	NHBC 9.1
Walls plumb — deviation over 2 m measured and within the tolerance the specification names (recorded)	Spec · NHBC 9.1
Internal and external angles straight and true; reveals and returns square to the wall within 3 mm over their length	NHBC 9.1
No cracks, hollows (tapped), blistering or trowel marks; viewed in daylight from 2 m	NHBC 9.1
Plaster left to dry before decoration — visible drying (even pale colour) recorded; no numeric limit is set here, the decorator's checklist takes the reading	NHBC 9.2

WORST FLATNESS READING (MM OVER 2 M)

WORST PLUMB READING (MM OVER 2 M)

HOLLOWES FOUND / MADE GOOD

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.

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

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

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)

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.