

SPRAY APPLICATION INTERNAL — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Airless spraying of walls and ceilings · masking, overspray, back-rolling, film build · one sheet per area KD-QA-PD-004 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

SUBSTRATE(S)	PRODUCT / COATS / THINNING FOR SPRAY	TIP SIZE AND PRESSURE	DATA-SHEET LIMITS
COLOUR REFERENCE(S)	BACK-ROLLED? (Y/N — SPECIFIED)	SPRAY EXCLUSION ZONE AGREED	

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. Substrate acceptance

HOLD POINT

Substrate accepted as for PD-001 (new) or PD-002 (existing) — dry in depth, sound, prepared, defects reported	NBS M60
Joints and filling finished to the level spray will reveal — spray shows every trowel mark; Level 5 skim where specified under critical light	Spec

MOISTURE READING AND LOCATION

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 spraying, 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. Masking, protection and exclusion

HOLD POINT

☐	Every surface not to be sprayed masked or sheeted — floors, glazing, fittings, sockets, detectors, adjacent rooms; doors sealed	Spec
☐	Fire and smoke detectors covered under KD-PTW-FI-023 where required — and logged for removal	RRO 2005
☐	Exclusion zone in force: no other trades in the room during spraying and until overspray settles; ventilation running	RAMS
☐	Masking checked for leaks at tape edges before the first pass	Spec

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. First coat — mist / primer by spray

HOLD POINT

☐	Reviewer accepted the substrate before the first coat	Spec
☐	Thinning and tip per the data sheet for airless; test panel sprayed first	TDS
☐	Even film — no dry spray, no runs or curtains; back-rolled where specified to seal and even the texture	TDS · benchmark
☐	Raking-light check after the first coat to find filling and joint defects — then made good (this is the one time raking light is used; the finish is judged in daylight)	Practice

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. 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
☐	Spray pattern, overlap and back-rolling technique recorded; same gun, tip and operative 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	

9. Finish coats

HOLD POINT

☐	Film build consistent — no light or heavy bands, no tiger striping; passes overlapped 50 %	TDS
☐	Uniform sheen matching the benchmark; no dry spray or texture mismatch; back-rolled if the benchmark was	NBS M60
☐	No overspray on any masked or adjacent surface — checked on masking removal	Spec
☐	Cutting-in by brush where sprayed edges are not acceptable; matched thinning	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. Masking removal, snagging and handover

HOLD POINT

☐	Masking removed while the film allows a clean edge; detectors uncovered and the isolation permit cancelled	RRO 2005
☐	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.