

STRUCTURAL STEEL PROTECTIVE COATINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Site-applied and touch-up protective coating systems to structural steel · ISO 8502 environment, preparation grade, DFT per coat...

KD-QA-PD-029 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	STEEL GROUP / GRID	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

PROTECTIVE COATING SPECIFICATION (SYSTEM REF / DURABILITY)	SYSTEM — PRIMER / INTERMEDIATE / FINISH	SPECIFIED DFT PER COAT / TOTAL (...)
PREPARATION GRADE SPECIFIED	ENVIRONMENTAL LIMITS	SHOP-APPLIED COATS PRESENT? (REF)

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	TDS
Batch numbers recorded; ONE batch per area; tinted colour bought in one lot for the whole job including touch-in	NBS M60 · 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. Steel and preparation acceptance

HOLD POINT

Shop-applied coats identified and confirmed compatible with the site system; damaged areas of shop coating prepared to a feathered edge	Spec · TDS
Bare or damaged steel prepared to the specified grade — compared against the visual standard; profile as the data sheet requires	BS EN ISO 8501 · TDS
Salts, oil, grease and weld spatter removed; sharp edges and welds dressed; prepared steel primed within the time the sheet allows	TDS
Bolted connections: bolts, nuts and washers prepared and coated; faying surfaces as the specification requires	Spec
PREPARATION GRADE ACHIEVED / METHOD	TIME FROM PREPARATION TO PRIMER

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 and during coating

CHECK & RECORD

- ☐ Steel temperature at least 3 °C above dew point; air and steel within the data-sheet limits; RH within limit
- ☐ No coating onto wet, frosty or dew-covered steel; no rain forecast for the data-sheet period
- ☐ Readings logged per session on KD-QA-SYS-006

TDS - BS EN ISO 8502

TDS

BS 6150 Cl. 10

DATE / TIME

AIR °C

STEEL °C

RH %

DEW PT °C

DECISION

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 prepared steel before priming
- ☐ Primer to the specified DFT with wet-film control; stripe coat by brush to edges, welds, bolts and corners
- ☐ Full coverage including undersides and hidden faces; recoat within the window

Spec

TDS

TDS

WFT READINGS (MM)

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 area sets the standard

HOLD POINT

- ☐ A sample area (about 10 m² or the first element) finished before general work starts; location agreed
- ☐ Viewed in daylight from 2 m — not by shining artificial light on the surface; wall lights and uplighters off
- ☐ Colour, sheen, texture and finish agreed by the reviewer — and by the client / contract administrator where the specification requires — and recorded on KD-QA-SYS-004
- ☐ Method, tools and thinning recorded and kept for the rest of the area
- ☐ This area IS the benchmark, or matches the agreed benchmark area named below

Spec

NHBC 9.1.10

Spec

Spec

Spec

BENCHMARK AREA

TOOLS / METHOD / THINNING 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. Intermediate and finish coats

HOLD POINT

- ☐
- Each coat to the specified DFT with WFT control; recoat intervals respected; stripe coats repeated where specifiedTDS

☐☐☐

DFT READINGS (MM) / GAUGE REF

COATS APPLIED

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 and non-conformance below closed and re-checked by someone other than the person who fixed itPractice

☐☐☐☐

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 (ELEMENT / POSITION)	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	2026-08-29	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.