

TEXTURED AND ACOUSTIC CEILINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Artex-type and textured coatings, acoustic ceilings · asbestos register first · sealing and coverage on texture · one sheet per room

KD-QA-PD-003 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

EXISTING COATING / CEILING TYPE	ASBESTOS REGISTER ENTRY FOR THIS CEILING (REF / RESULT)	SYSTEM AND COATS
COLOUR REFERENCE(S)	DATA-SHEET LIMITS	APPLICATION METHOD

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. Ceiling acceptance — asbestos first

HOLD POINT

Asbestos register consulted and the entry for THIS ceiling recorded; textured coatings not proved asbestos-free are NOT sanded, scraped or drilled — KD-RAMS-AS-002 applies	Spec					
Existing coating sound and adherent — no loose or flaking texture; defective areas made good with the specified filler	NBS M60					
Surface washed to remove nicotine, grease and dust; stains sealed with the specified stain blocker	NBS M60					
Water damage and its cause fixed before coating; salts and mould treated	NHBC 9.5.7					
Acoustic tiles: only the specified acoustic-grade coating — a standard emulsion closes the pores and destroys the rating	Spec · TDS					
REGISTER REF AND RESULT	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

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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 on KD-QA-SYS-006	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. 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

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

☐	Sealer or first coat worked fully into the texture with a long-pile roller or spray-and-back-roll; no misses in the valleys	TDS
☐	Dry before the next coat; drying time extended on heavy texture	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 (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, texture and finish agreed by the reviewer — and by the client / contract administrator where the specification requires — and recorded on KD-QA-SYS-004	Spec
☐	Method, tools and thinning recorded and kept for the rest of the area	Spec
☐	This area IS the benchmark, or matches the agreed benchmark area named below	Spec

BENCHMARK AREA TOOLS / METHOD / THINNING 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

9. Finish coat

HOLD POINT

- | | |
|--|-------------|
| Full coverage across the texture — no grinning in the valleys or on the peaks; even sheen | NHBC 9.5.10 |
| No paint on cornices, light fittings, detectors or walls; cutting-in clean | NBS M60 |
| Coverage reconciled — textured ceilings take more; litres against area and the data-sheet rate for texture | TDS |
| Inspected in daylight from 2 m with no artificial light on the surface | NHBC 9.1.10 |

COATS APPLIED

VIEWING CONDITIONS

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 and non-conformance below 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 material (same batch) and the colour schedule handed over for maintenance | TDS |
| Curing window advised — no wear or pressure-sensitive tape on fresh coatings until the data-sheet cure | TDS |
| Finished work 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.

[illegible]

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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	2026-08-29	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.