

TIMBER CLADDING AND DECKING FINISHES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Stains, oils and preservatives to external timber cladding and decking · all faces and ends, wet edge on boards, compatibility with...

KD-QA-PD-026 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	ELEVATION / DECK	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

TIMBER SPECIES AND PRESERVATIVE TREATMENT	FINISH SYSTEM AND COATS	FINISH COMPATIBLE WITH THE TRE...
COLOUR / STAIN REFERENCE AND SAMPLE	DATA-SHEET LIMITS	BOARDS FINISHED BEFORE FIXING? (ALL FACES AND ENDS)

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. Timber acceptance

HOLD POINT

Timber moisture content 18 % or less; boards dry after any rain; reading recorded	NHBC 9.5.5					
Preservative treatment cured and dry for the period the data sheet requires before any finish	TDS					
Surface clean and free of mill glaze, resin and grey weathering — sanded or brushed as the sheet requires	TDS					
Sample board of the full system on the actual timber agreed before general work	Spec					
MOISTURE READING AND LOCATION	SAMPLE BOARD AGREED BY / 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

5. Weather and environmental conditions — before coating, every day

CHECK & RECORD

- ☐ Temperature within the data-sheet limits and forecast to hold through drying, including overnight TDS
- ☐ No rain forecast for the data-sheet period after application; no coating onto a wet, frosty or dew-covered surface TDS · NHBC 9.5.4
- ☐ Not applied in direct hot sun or in a drying wind that flashes the coating TDS
- ☐ Readings and forecast logged on KD-QA-SYS-006 BS 6150 Cl. 10

DATE / TIME	AIR °C	SURFACE °C	RH %	FORECAST AND DECISION

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Protection

CHECK & RECORD

- ☐ Glazing, render, metalwork and paving protected; drips from decking edges controlled Spec

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. First coat — all faces and ends

HOLD POINT

- ☐ Reviewer accepted the timber and the sample before the first coat Spec
- ☐ Every face, edge and cut end coated — including backs and ends before fixing where the specification requires pre-finishing; cut ends on site re-coated TDS
- ☐ Applied along the grain, board by board, keeping a wet edge to the end of each board — no stops mid-board TDS

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 (about 10 m² 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)

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

- | | |
|---|-------------|
| Coats to the specified number; intervals respected; excess oil wiped off before it skins | TDS |
| Colour and sheen even board to board and matching the sample; no laps, runs or blotching on end grain | NBS M60 |
| Decking: slip-resistant finish where specified; boards fully dry before use | Spec + TDS |
| Inspected in daylight at normal viewing distance | 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]

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.