

# WALLCOVERINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Paper, vinyl and contract wallcoverings · lining, pattern match, seams, adhesive, sample panel · one sheet per room

KD-QA-PD-005 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

|                                     |                                                   |                    |
|-------------------------------------|---------------------------------------------------|--------------------|
| SUBSTRATE AND PREPARATION SPECIFIED | WALLCOVERING — PRODUCT, WIDTH, ROLL LENGTH, BATCH | ADHESIVE SPECIFIED |
| PATTERN REPEAT AND MATCH TYPE       | ROLLS ON SITE AND BATCH NUMBERS                   | DATA-SHEET LIMITS  |

### 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. Substrate acceptance

HOLD POINT

|                                                                                                         |                          |                            |
|---------------------------------------------------------------------------------------------------------|--------------------------|----------------------------|
| Sufficiently dry in depth to suit the adhesive — even pale colour, no dark patches; reading recorded    | NBS M60 · BS 6150        |                            |
| Surface sound, smooth and sized or primed as the data sheet requires; old paper and paste fully removed | BS 8000-12               |                            |
| Lining paper hung horizontally where specified, joints butted not overlapped, dry before the covering   | BS 8000-12               |                            |
| Filling flush and sanded; nibs removed — every defect shows through a smooth covering                   | NBS M60                  |                            |
| Cracks and movement joints treated as the specification requires                                        | Spec                     |                            |
| MOISTURE READING AND LOCATION                                                                           | LINING HUNG / DRY (DATE) | 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

|                          |                                                                                                                           |                |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------|
| <input type="checkbox"/> | Air and surface temperature at or above the data-sheet minimum for the product in use (trade emulsions typically 8–10 °C) | TDS            |
| <input type="checkbox"/> | Relative humidity at or below the data-sheet maximum (typically 80 %) during application AND drying                       | TDS            |
| <input type="checkbox"/> | Surfaces free from condensation; not painted until any moisture on the surface has evaporated                             | NHBC 9.5.4     |
| <input type="checkbox"/> | Adequate ventilation during application and drying; conditions will hold until the coat is dry                            | TDS            |
| <input type="checkbox"/> | Readings logged on KD-QA-SYS-006                                                                                          | 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. Protection and masking

### CHECK & RECORD

|                          |                                                                                                      |             |
|--------------------------|------------------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> | Fixtures, fittings and ironmongery removed before coating, or protected where they cannot be removed | NBS M60     |
| <input type="checkbox"/> | Floors, glazing, tiles and adjacent finished work protected; masking to a clean, straight line       | Spec        |
| <input type="checkbox"/> | "Wet paint" signs and barriers where other trades or the public could touch fresh coatings           | NBS M60     |
| <input type="checkbox"/> | 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. Setting out and the first drop

### HOLD POINT

|                          |                                                                                                                                         |                  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <input type="checkbox"/> | Rolls checked for shade and batch before cutting; every roll from one batch; shading checked in daylight by laying lengths side by side | BS 8000-12 · TDS |
| <input type="checkbox"/> | Starting point and centring agreed — pattern centred on the focal wall or chimney breast; drops plumbed                                 | BS 8000-12       |
| <input type="checkbox"/> | Soak time and adhesive as the data sheet states; first drop hung, pattern-matched and trimmed as the benchmark                          | TDS              |

STARTING POINT / CENTRE LINE      BATCH SHADE CHECK — WHO / WHEN

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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## 8. Benchmark — the first finished area sets the standard

HOLD POINT

- A sample area (about 10 m<sup>2</sup> 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. Hanging

CHECK & RECORD

- Every drop plumb; pattern matched at every seam; seams butted, not overlapped, not gapped BS 8000-12
- No paste on the face; seams rolled without polishing; no bubbles, creases or lifting edges after drying BS 8000-12
- Internal corners turned as the data sheet requires; external corners wrapped and not seamed on the arris BS 8000-12
- Trimmed cleanly to ceiling, skirting, architraves and around fittings; no over-cutting BS 8000-12

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

SUB SELF-CHECK — INITIALS DATE

## 10. Final inspection

HOLD POINT

- No shading between drops, no pattern drift, no visible seams at 2 m in daylight NHBC 9.1.10 · BS 8000-12
- No bubbles, tears, paste marks or lifting edges after full drying; contract vinyl seams sealed where specified BS 8000-12
- Inspected in daylight from 2 m with no artificial light on the surface NHBC 9.1.10

ROLLS USED / SPARE ROLLS HANDED OVER (BATCH) 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

## 11. 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

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## 12 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 / DATE... | OK? |
|-----|----------------------------|--------------|-----------------|-------------------------|-----|
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |

## 13 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)

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## 14 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

| PHOTO REF | POINT | WHAT IT SHOWS (LOCATION, ELEMENT, READING VISIBLE) | DATE / TIME | TAKEN BY |
|-----------|-------|----------------------------------------------------|-------------|----------|
|           |       |                                                    |             |          |
|           |       |                                                    |             |          |
|           |       |                                                    |             |          |
|           |       |                                                    |             |          |
|           |       |                                                    |             |          |

## 15 NOTES FOR THIS AREA

ANYTHING THE NEXT PERSON NEEDS TO KNOW — AGREEMENTS, DEVIATIONS FROM THE SPECIFICATION, ACCESS LIMITS, ITEMS CARRIED TO THE NEXT VISIT

## 16 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.