

Quality Control Checklist

A simple quality gate to reduce rework, callbacks, and complaints.

Job details

Job	Date	Checked by	Customer

Quality checks (tick when complete)

Check item	Complete (Y/N)	Notes
Scope delivered as quoted (no missing items)		
Workmanship meets company standard		
Finishes tidy (edges, gaps, labels etc as relevant)		
Compliance checks completed (where relevant)		
Site clean-up complete (waste removed, floors wiped)		
Customer walked through the work (explained what was done)		
Photos taken for records/marketing (if appropriate)		

Issues / rework list (if any)

Issue	Owner	Due date	Signed off