

# Quality Control Checklist for Finishing Workers

## Before you start finishing job

- ✓ Talk to your supervisor to get an instruction on the finishing job. Ask questions if you are not sure what you need to do.



- ✓ Check the quality of wood surfaces before applying the finish:
  - Assess the wood surfaces: they must be free from dust, marks, grit, indentations, oil, wax and other contaminants. Clean the surfaces if needed.



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- Check if there is any sign of glue that has squeezed out. Remove the glue around joints with a scraper or sharp chisel once it has thickened.



- Check if there are any raised or sunken joints due to poor gluing procedures? They must be removed through machining. Pass on the wood component to the machining operator.

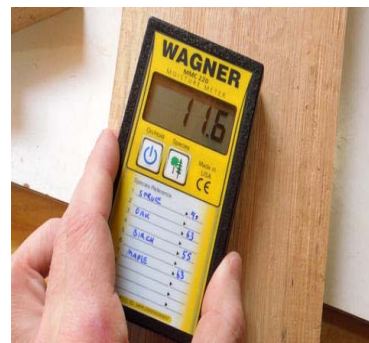


- Check if the wood surfaces are even and smooth. Is there any sign of raised grain or cutter marks or chip imprints visible on the wood surfaces? If they are, they must be removed.

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✓ Check the moisture content of wood with a calibrated moisture meter:

- The moisture content of components to be finished must be **between 10-12%**.
- Reject the components which have higher or lower moisture content. They need to be conditioned until the correct moisture content is achieved.



✓ Check the equipment which is used for the finishing job:

- Is the equipment working properly? When it was checked last time?
- Check if the equipment is clean.
- Check if the equipment is safe to be used.

## During the finishing job

- ✓ Work in a well-ventilated, low-dust environment.
- ✓ Wear solvent or chemical resistant rubber gloves, mask and safety goggles.



- ✓ Always apply the finish with a strong light in front of you. The reflection of light off of the surface will aid you in finding "missed" spots.
- ✓ Do not smoke or work near any open flames when working with solvents, stripping liquids, or finishes. Most of these chemicals are flammable.



- ✓ Handle all chemicals with care. Replace caps immediately after pouring solvents and other finishing chemicals. If chemicals are splashed on you, flush area immediately with plenty of water.

## After you finish your job

- ✓ Clean all finishing equipment carefully; in particular the spray gun and brushes.
- ✓ Store solvents and chemicals in original containers away from heat sources and out of reach of children.
- ✓ Dispose of oily rags properly; they may combust spontaneously. Keep oily rags submerged in water until you can dispose of them.
- ✓ Dispose of used solvents properly. The recommended disposal for any liquid hazardous waste is to soak up all liquids with an absorbent material, such as cat litter, rags or paper towels. Put the solvent-soaked litter into a leak-proof container and dispose of it with normal household trash. These solvent-soaked materials can be burned in a safe incinerator, but never put the solvent container in a fire - it will explode!
- ✓ Clean your working area carefully!

