

CARPET AND CARPET TILES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Broadloom carpet, underlay and carpet tiles · substrate, adhesive or gripper, underlay, pile direction, seams and edges · one shee...

KD-QA-FL-004 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

CARPET / TILE PRODUCT AND BATCH	INSTALLATION METHOD SPECIFIED	UNDERLAY SPECIFIED
PILE DIRECTION / TILE LAYING PATTERN	KD-QA-FL-001 REFERENCE	EDGE AND THRESHOLD TRIMS SPECIFIED

3. Substrate and materials

CHECK & RECORD

Substrate released on KD-QA-FL-001; surface vacuumed; no nails, proud fixings or residues	Practice
Carpet or tiles from one batch per room — batch numbers recorded; rolls and boxes conditioned in the room for the data-sheet period	BS 5325 · TDS
Underlay the type specified, laid butt-jointed and taped, not lapped; fixed as the data sheet requires	BS 5325

BATCH NUMBERS

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS

DATE

4. Fixing — gripper, adhesive or tackifier

HOLD POINT

Stretch-fit: gripper fixed at the perimeter with a gap to the wall of about two-thirds the carpet thickness, pins toward the wall, continuous round the room and fixed at the data-sheet centres	BS 5325
Stick-down: adhesive or tackifier the product specified, spread at the data-sheet rate and left to the stated tack time before laying; rolled in	TDS
Carpet stretched with a power stretcher to the tension the data sheet gives, not kicked in only; no ripples or slack	BS 5325
Fixing method photographed before the carpet covers the gripper or adhesive on the benchmark room	Practice

METHOD / ADHESIVE / GRIPPER FIXING

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS

DATE

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE

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5. Direction, seams and edges

CHECK & RECORD

- Pile direction as section 2 and the same in every piece in the room; tiles laid in the arrow pattern the data sheet gives (monolithic, quarter-turn, brick) as specified

BS 5325 · TDS
- Seams positioned away from doorways and traffic lines where possible, cut and sealed as the data sheet requires; no visible peaking, gaps or frayed edges

BS 5325
- Pattern matched at seams within the data-sheet tolerance; tiles tight with no gaps and no ridging

BS 5325
- Edges trimmed clean and tucked; transition strips at thresholds fixed straight at the specified centres; carpet does not foul doors — clearance measured

Spec
- Floor vacuumed and protected until handover; no traffic on stick-down carpet before the adhesive cure time; spare material from the same batch handed over as specified

TDS · Spec

SEAMS (COUNT) / DEFECTS

DOOR CLEARANCE MEASURED (MM)

SPARE MATERIAL (BATCH)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

6 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?

7 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

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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)

8 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

9 NOTES FOR THIS AREA

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

10 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.