

ENTRANCE MATTING AND THRESHOLDS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Entrance matting systems, matwells and door thresholds · level access, recess depth, slip, visual contrast · one sheet per entrance

KD-QA-FL-007 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	ENTRANCE / DOOR REFERENCE	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

MATTING SYSTEM AND DEPTH (MM)	MATWELL SIZE (MM) AND FRAME TYPE	THRESHOLD DETAIL / MAX UPSTAND (MM)
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3. Matwell and level access

HOLD POINT

Matwell formed to the drawn size and to the depth the matting system needs, so the finished mat sits flush with the adjacent floor — level difference measured and recorded (0 mm target)	BS 7953 · BS 8300			
Matwell base flat and drained or sealed as the specification requires; frame fixed straight and level	TDS			
Threshold upstand at the door measured — within the figure in section 2 (Approved Document M treats 15 mm as the maximum), chamfered where the detail shows	Approved Document M			
Door clearance over the mat measured — door swings freely at the specified gap	Spec			
MAT-TO-FLOOR LEVEL DIFFERENCE (MM)	THRESHOLD UPSTAND (MM)	DOOR CLEARANCE (MM)		
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. Matting installation

CHECK & RECORD

Matting the product specified, cut to fill the well with no gap over 3 mm at the frame; direction of travel across the scraper bars as the data sheet requires	BS 7953 · TDS		
Length of matting in the direction of travel as the specification gives; sections butted tight; loose-lay mats lie flat with no curl	BS 7953		
Fixing or bedding as the data sheet states; mat removable for cleaning where specified	TDS		
MATTING LENGTH IN DIRECTION OF TRAVEL (M)			
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE		

5. Slip and visual contrast

CHECK & RECORD

Pendulum test value recorded where the specification sets one for the mat or the adjacent floor	BS 7976 · Spec		
Visual contrast between the mat and the surrounding floor and between the threshold and both floors — light reflectance value difference of 30 points or more where the specification adopts BS 8300-2; LRVs recorded from the data sheets	Approved Document M		
LRVS MAT / FLOOR / THRESHOLD	PTV MEASURED / REQUIRED		
RESULT ☐ Pass ☐ Fail ☐ N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE		

6. Snagging closed, protection and handover

HOLD POINT

- Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it
- Floor protected with the breathable protection the data sheet allows once the adhesive or grout has cured; no traffic before the data-sheet time; protection maintained to handover
- Spare material from the same batch handed over as the specification requires; batch numbers and the cleaning and maintenance instructions in the handover file
- Viewed in daylight from 2 m — no visible defects; area clean

Practice

TDS

Spec - TDS

Practice

CURE BEFORE TRAFFIC (H) / OPENED (DATE)

SPARE MATERIAL HANDED OVER (BATCH)

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

7 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 / DAT...	OK?

8 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)

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continued

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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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.