

CAR PARK AND ROAD LINE MARKING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Set-out to the drawing, surface ready, the specified material at the specified thickness, cured before traffic · one sheet per area

KD-QA-EW-006 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	AREA / CAR PARK REF	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

MARKING LAYOUT DRAWING AND REVISION	MARKING MATERIAL (PRODUCT / THICKNESS / COLOUR)	SURFACE AGE AND PREPARATION (DATA SHEET)
LINE WIDTHS AND BAY DIMENSIONS (DRAWING)	SYMBOLS AND LEGENDS (DRAWING)	CURE BEFORE TRAFFIC (DATA SHEET)

3. Setting out and levels

CHECK & RECORD

Lines, levels and falls set out from site control to the drawing and checked independently; finished levels at every threshold, gully and change of gradient marked and matching the drawing

Drawing

INDEPENDENT CHECK BY / DATE

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

4. Surface ready

HOLD POINT

Surface cured for the period in section 2, clean, dry and free of dust, oil and loose material; primer of the product the data sheet names on concrete or where the data sheet requires; surface temperature within the data-sheet range

TDS

Layout marked out with chalk or spots to the drawing and checked against it before any permanent marking — bay counts, accessible bay sizes and symbols, hatching and arrows; the checker named

Drawing

LAYOUT CHECKED AGAINST DRAWING BY / BAY COUNT

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

5. Application

CHECK & RECORD

Material in section 2 applied at the thickness stated — checked with a gauge on the wet material at the frequency the specification states; colour as the drawing; glass beads applied where the specification requires

TDS · Spec

Line widths and bay dimensions measured against section 2; lines straight and edges sharp; symbols to the template drawn

Drawing

THICKNESS READINGS (MM) / WIDTHS MEASURED

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

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QUALITY — ONE PER AREA

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.