

INTERNAL LINE MARKING AND FLOOR SIGNAGE — QUALITY INSPECTION CHECK... QUALITY — ONE PER AREA

Walkways, hazard zones, bay markings and floor signage on internal floors · set-out to drawing, colour standards, width, cure · o... KD-QA-PD-016 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

MARKING LAYOUT DRAWING AND REVISION	MARKING PRODUCT AND COLOURS (STANDARD REFS)	FLOOR FINISH AND ITS CONDITION
LINE WIDTHS SPECIFIED (MM)	CURE BEFORE TRAFFIC (H)	SYMBOLS / STENCILS / TEXT SPECIFIED

3. Materials on site

HOLD POINT

Products, sheen and colours match the specified system (section 2) and the finishes schedule	Spec
Colour checked against the schedule BEFORE application — a wrong colour applied is the applicator's cost	TDS
Batch numbers recorded; ONE batch per area; tinted colour bought in one lot for the whole job including touch-in	NBS M60 · TDS
Every tin within shelf life; data sheets on site for every product	Spec
Stored dry and frost-free; frost-damaged material not used	NHBC 9.5.3
BATCH NUMBERS (PER PRODUCT)	DELIVERY NOTE / GRN REF

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. Floor acceptance and set-out

HOLD POINT

Floor clean, dry, degreased and sound; coated floors fully cured and compatible with the marking product	TDS					
Set-out to the drawing checked by measurement before any paint — positions, widths, clearances to racking and doors	Drawing					
Colours checked against the specified colour standard for each line type	Spec					
SET-OUT CHECKED BY / DATE	FLOOR CURE / PREPARATION CONFIRMED					
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. Environmental conditions — before coating starts, every day

CHECK & RECORD

☐	Air and surface temperature at or above the data-sheet minimum for the product in use (trade emulsions typically 8–10 °C)	TDS
☐	Relative humidity at or below the data-sheet maximum (typically 80 %) during application AND drying	TDS
☐	Surfaces free from condensation; not painted until any moisture on the surface has evaporated	NHBC 9.5.4
☐	Adequate ventilation during application and drying; conditions will hold until the coat is dry	TDS
☐	Readings logged on KD-QA-SYS-006	BS 6150 Cl. 10

DATE / TIME AIR °C SURFACE °C RH % IF OUTSIDE LIMITS — ACTION TAKEN

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) ☐ Date/time on photo

SUB SELF-CHECK — INITIALS DATE

6. Application

WITNESS

☐	Masking or line machine to the specified width; edges sharp; no bleed	TDS
☐	Coats to the data sheet; symbols and text legible and to the stencil schedule	Spec

RESULT ☐ Pass ☐ Fail ☐ N/A NCR REF IF FAIL PHOTO REF(S) ☐ Date/time on photo

SUB SELF-CHECK — INITIALS DATE WITNESSED BY THE REVIEWER — NAME DATE

7. Final inspection

HOLD POINT

☐	Every line, symbol and text matches the drawing in position, width and colour; measured at intervals and recorded	Drawing
☐	No overspray or drips on adjacent floor or plinths; masking removed cleanly	NHBC 9.5.10
☐	Area closed until the data-sheet cure; opened on the reviewer's release	TDS

WIDTHS / POSITIONS MEASURED (SAMPLE) OPEN TO TRAFFIC (DATE / TIME)

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

8. Snagging closed and handover

HOLD POINT

☐	Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it	Practice
☐	Protection removed; area clean; fixtures, fittings and furniture reinstated	NHBC 9.5.10
☐	Spare touch-up material (same batch) and the colour schedule handed over for maintenance	TDS
☐	Curing window advised — no wear or pressure-sensitive tape on fresh coatings until the data-sheet cure	TDS
☐	Finished work protected against dirt and damage until handover	NHBC 9.5.10

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

9 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?

10 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)

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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.