

LEVELLING COMPOUNDS AND PREPARATION — QUALITY INSPECTION CHECKLIST
 QUALITY — ONE PER AREA

Smoothing and levelling compounds over screed, concrete and existing floors · substrate preparation, primer, thickness, flatness...
 KD-QA-SC-003 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

LEVELLING COMPOUND SPECIFIED	THICKNESS RANGE (MM) — MIN / MAX PER PASS	SURFACE REGULARITY CLASS
SUBSTRATE	PRIMER SPECIFIED FOR THIS SUBSTRATE	SUBSTRATE RH LIMIT (%)

3. Substrate preparation and primer				HOLD POINT	
Substrate RH at or below the limit in section 2 — KD-QA-SC-002 reference recorded; or a surface DPM applied as the data sheet states where the specification allows one				BS 8203 · TDS	
Substrate mechanically prepared — laitance, adhesive residues, paint and dust removed to a sound surface; cracks and hollows repaired first				BS 8204-1 · TDS	
Primer the product the data sheet names for this substrate, applied at the stated rate and left to dry for the stated time — recorded				TDS	
Existing floors — adhesion pull-off or scratch test where the data sheet requires it; result recorded				TDS	
KD-QA-SC-002 REF / RH (%)		PRIMER PRODUCT / RATE / DRY 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

4. Application				WITNESS	
Compound mixed at the data-sheet water ratio (measured, not judged), poured and spread within its working time; pin-rolled where the data sheet states				TDS	
Thickness within the range in section 2 at every point — depth checked at three points and recorded; deeper areas built in the passes the data sheet allows				TDS	
Air and substrate temperature within the data-sheet limits; no draughts during cure; readings on KD-QA-SYS-006				TDS	
THICKNESS AT THREE POINTS (MM)		AIR / SUBSTRATE °C			
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

5. Flatness and release for the finish

HOLD POINT

- Flatness within the SR class in section 2 under a 2 m straightedge (SR1 3 mm, SR2 5 mm, SR3 10 mm) measured in three directions per room; worst reading recorded
- BS 8204-1

Surface sound, no dusting, ridges, pinholes or trowel marks; sanded and vacuumed where the finish data sheet requires

TDS

Cured for the data-sheet period before the finish; foot traffic only after the stated time

TDS

Released on KD-QA-SYS-002 and the flooring contractor's substrate acceptance on KD-QA-FL-001 started

Practice

WORST FLATNESS (MM OVER 2 M)

CURE TIME BEFORE FINISH (H)

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

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 / DAT...	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

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.