

RESIN, TERRAZZO AND SPECIALIST FLOORS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Seamless resin, in situ terrazzo and specialist floor systems · substrate strength and moisture, primer, conditions, build-up, cure b...

KD-QA-FL-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 | ROOM / POUR 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

|                                        |                                          |                                         |
|----------------------------------------|------------------------------------------|-----------------------------------------|
| FLOOR SYSTEM AND TOTAL THICKNESS (MM)  | SUBSTRATE AND PULL-OFF STRENGTH REQUIRED | RH LIMIT (%) OR MOISTURE TEST SPECIFIED |
| COATS / LAYERS AND THICKNESS EACH (MM) | CURE BEFORE FOOT / FULL TRAFFIC (H)      | SLIP RESISTANCE SPECIFIED (PTV)         |

3. Substrate and primer

HOLD POINT

|                                                                                                                                                                   |                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Substrate prepared mechanically (shot-blast, grind or plane) to the profile the data sheet requires; laitance removed; surface vacuumed                           | BS 8204-6 · TDS   |
| Tensile pull-off strength at or above the data-sheet minimum (1.5 N/mm <sup>2</sup> is the commonly quoted figure for resin) — tested and recorded                | BS 8204-6 · TDS   |
| Moisture at or below the limit in section 2 by the data-sheet test method; readings recorded, or the specified damp-tolerant primer used as the data sheet allows | BS 8203 · TDS     |
| Cracks, joints and day joints treated as the data sheet requires; movement joints will be carried through the finish                                              | BS 8204-6         |
| Terrazzo: base, divider strips and bedding as the specification and BS 8204-4 describe; strips set level to the finished line                                     | BS 8204-4         |
| Primer the product specified, applied at the data-sheet rate and recoated within its window; no puddles or misses                                                 | TDS               |
| PULL-OFF RESULTS (N/MM <sup>2</sup> ) AND POSITIONS                                                                                                               | MOISTURE READINGS |

|                           |      |                                           |     |                 |              |                    |
|---------------------------|------|-------------------------------------------|-----|-----------------|--------------|--------------------|
| 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. Conditions

CHECK & RECORD

|                                                                                                                                                                    |          |              |              |                 |              |                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|--------------|-----------------|--------------|--------------------|
| Air and substrate temperature within the data-sheet range; substrate temperature at least 3 °C above dew point during application and cure — measured and recorded | TDS      |              |              |                 |              |                    |
| Relative humidity at or below the data-sheet maximum; no draughts, dust or other trades in the area during application and cure                                    | TDS      |              |              |                 |              |                    |
| Readings logged on KD-QA-SYS-006 each day                                                                                                                          | Practice |              |              |                 |              |                    |
| DATE / TIME                                                                                                                                                        | AIR °C   | SUBSTRATE °C | DEW POINT °C | RH %            |              |                    |
| RESULT                                                                                                                                                             | Pass     | Fail         | N/A          | NCR REF IF FAIL | PHOTO REF(S) | Date/time on photo |
| SUB SELF-CHECK — INITIALS                                                                                                                                          | DATE     |              |              |                 |              |                    |

5. Application and build-up

WITNESS

- ☐ Components mixed in the data-sheet ratio by weight with the specified mixer for the stated time; batch numbers recorded; used within pot life TDS
- ☐ Each coat applied at the data-sheet rate — litres against area reconciled per coat and recorded; wet-film gauge readings where the data sheet gives a thickness TDS
- ☐ Recoat within the data-sheet window; intercoat contamination avoided; aggregate broadcast to excess where the system requires it and loose aggregate removed before sealing TDS
- ☐ Terrazzo ground and polished through the grits the specification gives; grouted between grinds; no exposed strip edges BS 8204-4

COATS APPLIED / THICKNESS READINGS

LITRES USED / AREA (M<sup>2</sup>)

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

6. Cure before traffic and final inspection

HOLD POINT

- ☐ No foot traffic before the time in section 2 and no full or wheeled traffic before the full cure — area closed and signed; opening date recorded TDS
- ☐ Finished floor flat within the specification's tolerance; no pinholes, blisters, crawling, roller marks or aggregate loss beyond the benchmark; colour uniform BS 8204-6
- ☐ Pendulum test carried out where the specification sets a value; result recorded against section 2 BS 7976 · Spec
- ☐ Movement joints cut or formed through the finish and sealed as the data sheet requires TDS

OPENED TO FOOT / FULL TRAFFIC (DATES)

PTV MEASURED / REQUIRED

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. 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 Practice
- ☐ 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 TDS
- ☐ Spare material from the same batch handed over as the specification requires; batch numbers and the cleaning and maintenance instructions in the handover file Spec · TDS
- ☐ Viewed in daylight from 2 m — no visible defects; area clean 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

**8 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? |
|-----|----------------------------|--------------|-----------------|-------------------------|-----|
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |
|     |                            |              |                 |                         |     |

**9 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)

10 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

11 NOTES FOR THIS AREA

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

12 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.