

VINYL AND SAFETY FLOORING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Sheet vinyl, safety flooring and LVT · adhesive, seams and hot welds, coving and capping, slip rating · one sheet per room

KD-QA-FL-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

FLOORING PRODUCT, GAUGE AND BATCH	ADHESIVE SPECIFIED	SLIP RESISTANCE SPECIFIED (PTV)
SEAM TREATMENT SPECIFIED	COVING AND CAPPING DETAIL	KD-QA-FL-001 REFERENCE

3. Conditions — before laying starts, every day

CHECK & RECORD

Air and substrate temperature within the adhesive and flooring data-sheet limits (18 °C or above is the common minimum) for 48 hours before, during and after laying

TDS · BS 8203

Relative humidity in the room at or below the data-sheet maximum; building weathertight, heating on where the data sheet requires it

TDS

Materials conditioned in the room for the data-sheet period (24–48 hours typical) before laying; recorded

TDS

Readings logged on KD-QA-SYS-006

Practice

DATE / TIME	AIR °C	SUBSTRATE °C	RH %	MATERIALS CONDITIONED SINCE (DATE / TIME)
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS

DATE

4. Laying and adhesive

WITNESS

Substrate released on KD-QA-FL-001 — reference recorded; surface vacuumed immediately before laying

Practice

Rolls from one batch per room, laid in the same direction (reversed only where the data sheet says so); pattern and seam positions agreed and away from doorways and traffic lines where the drawing allows

BS 8203 · TDS

Adhesive the product in section 2 spread with the specified trowel at the data-sheet rate; sheet laid within the open time; rolled with the specified roller in both directions; no trapped air

TDS

Sheet cut to the perimeter with no gaps at walls, fittings or pipes; scribed tight to skirtings where no cove is specified

BS 8203

BATCH NUMBERS	ADHESIVE / TROWEL / RATE
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RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
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SUB SELF-CHECK — INITIALS

DATE

WITNESSED BY THE REVIEWER — NAME

DATE

5. Seams and welds

HOLD POINT

- Seams cut clean and tight; grooved to the depth the data sheet gives (about two-thirds of the gauge) and not through the sheet
- TDS
- Hot-welded with the specified rod at the data-sheet temperature and speed; rod fused across the full groove; trimmed flush in two passes after cooling; no undercut, burn marks or unfused lengths
- BS 8203 · TDS
- Cold-weld or seam sealer used only where the data sheet allows it; every seam in a wet or hygiene area welded
- TDS
- Every seam walked and probed — no lifting edge, no gap; welds photographed on hygiene floors
- Practice

WELD TEMPERATURE / SPEED SETTING

SEAM LENGTH WELDED (M) / DEFECTS FOUND

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. Coving, capping and edges

CHECK & RECORD

- Set-in or sit-on cove to the height in section 2, fitted over the cove former with internal and external corners welded or preformed as the data sheet requires; capping strip straight and sealed to the wall
- TDS
- Edges at doorways, thresholds and changes of floor finish protected with the specified transition strip fixed at the data-sheet centres
- Spec
- Drain and gully junctions dressed into the clamping ring and sealed; pipe collars fitted and welded
- TDS

COVE HEIGHT MEASURED (MM)

RESULT

Pass

Fail

N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

7. Slip resistance and final inspection

HOLD POINT

- Safety flooring is the product specified — the data-sheet slip classification recorded; a pendulum test carried out where the specification requires one and the value against section 2 recorded
- BS 7976 · TDS
- Viewed in daylight from 2 m — no bubbles, ridges, telegraphing of the substrate, adhesive bleed or visible seams beyond the benchmark
- NHBC 9.3 · BS 8203
- Floor cleaned and the maintenance regime handed over — an initial clean and seal where the data sheet requires it
- TDS

PTV MEASURED / REQUIRED

VIEWED BY / DATE

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

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8. 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

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 / DAT...	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)

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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)

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.