

WALL AND FLOOR TILING — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Ceramic, porcelain and stone tiling to walls and floors · tanking before tiles in wet rooms, falls, set-out, bedding, grout, movement j...

KD-QA-FL-002 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

TILE TYPE, SIZE AND REFERENCE	BACKGROUND(S) AND PREPARATION SPECIFIED	WET AREA? (Y/N) AND TANKING SYSTEM
ADHESIVE AND GROUT SPECIFIED	JOINT WIDTH (MM) AND MOVEMENT JOINT POSITIONS	FALLS TO OUTLETS SPECIFIED

3. Background and tanking — before any tile in a wet area

HOLD POINT

Background flat within 3 mm under a 2 m straightedge, sound, dry and suited to the adhesive — plaster fully dry, plasterboard the moisture grade the specification requires in wet areas, tile backer boards where specified	BS 5385-1 · NHBC 9.2	
Floor substrate accepted on KD-QA-FL-001 — RH at or below 75 % or the adhesive data sheet's figure; screed flat to the class specified; falls formed in the screed where the tile bed cannot form them	BS 8203 · BS 8204-1	
Wet areas: tanking membrane or system applied to the whole area the specification defines, with the corner, upstand, gully and pipe details the data sheet gives; coats and thickness recorded; no pinholes or misses	BS 5385-4 · TDS	
Tanking cured for the data-sheet time and photographed before any tile; a flood test where the specification requires it	TDS	
Background primed where the adhesive data sheet requires it; primer product and date recorded	TDS	
WORST FLATNESS (MM OVER 2 M)	TANKING SYSTEM / COATS / DATE	TANKING PHOTO REFS

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. Set-out and falls

WITNESS

Set-out agreed from the drawing — centred so cut tiles at the perimeter are not less than half a tile and cuts are balanced; drain and fitting positions land on a joint where the drawing shows	Drawing					
Falls to outlets as section 2 — checked with a level and a spot test of water at each outlet before grouting; no ponding	BS 5385-3					
Datum line for wall tiling level and continuous round the room; first course set to it, not to the floor	BS 5385-1					
FALL MEASURED (1 IN N) / PONDING	PERIMETER CUT WIDTH (MM)					
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	

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5. Bedding and adhesive

HOLD POINT

- ☐ Adhesive the class and product in section 2, mixed to the data-sheet ratio; used within its pot life and open time — a skinned bed is a failed bed TDS
- ☐ Solid bed with no voids under floor tiles and wall tiles in wet areas — a lifted tile shows full coverage across the back; checked on at least one tile per 10 m² and recorded BS 5385-3 · BS 5385-4
- ☐ Notched trowel size and back-buttering as the data sheet states for the tile size; large-format tiles laid with the bed the data sheet gives TDS
- ☐ Tiles from one batch and shade per room; laid to the joint width in section 2 with spacers or a levelling system; lipping between tiles 1 mm or less BS 5385-3 · NHBC 9.3

LIFTED-TILE COVERAGE CHECK (WHERE / RESULT)

WORST LIPPING (MM)

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. Grout, movement joints and sealant

CHECK & RECORD

- ☐ Grout applied only after the adhesive has cured for the data-sheet time; joints full to the surface, no pinholes; grout the type and colour specified; washed off without hollowing the joints TDS
- ☐ Movement joints at the positions in section 2 — at the perimeter, over structural and screed joints and at the spacing the specification gives — carried through the full tile and bed depth and filled with the specified sealant or profile, not grout BS 5385-3
- ☐ Junctions with baths, showers, basins and worktops sealed with the specified sanitary sealant over a backer, not grout BS 8000-16 · BS 5385-4
- ☐ Edge trims and profiles the type specified, fixed straight and flush with the tile face Spec

MOVEMENT JOINTS FORMED (POSITIONS)

SEALANT PRODUCT

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

SUB SELF-CHECK — INITIALS

DATE

7. Final inspection

HOLD POINT

- ☐ Viewed in daylight from 2 m — joints straight and even, no lipping over 1 mm, no shade variation, no cracked, chipped or hollow-sounding tiles (tapped) NHBC 9.1 · NHBC 9.3
- ☐ Slip resistance of floor tiles in wet areas measured where the specification sets a pendulum test value; result recorded against the figure BS 7976 · Spec
- ☐ No traffic until the grout and adhesive have cured for the data-sheet time; floor protected TDS

HOLLOW TILES FOUND / REPLACED

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

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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 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

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.