



QM In-Process Assessment for Ceramic Tiling

Project	
Main Contractor	
Site Coordinator	
Sub-Contractor	
BCA Assessor	
Date	

S/nos	Process	Observations
1.0	Ceramic Tile Properties	
1.1	▪ Wall (and type e.g. dry-pressed / extruded)	
1.2	▪ Floor (and type e.g. dry-pressed / extruded)	
2.0	Bedding Type	
2.1	▪ Mortar	
2.2	▪ Adhesive	
2.3	▪ Thin-bed adhesive bedding thickness not more than 3mm	
2.4	▪ Thick-bed adhesive bedding thickness not more than 6mm	
2.5	▪ Wall mortar bedding thickness : 6-12mm excluding key	
2.6	▪ Floor mortar bedding thickness : 2-6mm excluding key	
3.0	Grout Joints	
3.1	▪ Type (e.g. cementitious / rection-resin)	
3.2	▪ Dry pressed wall tiles min 1.5mm	
3.3	▪ Extruded wall tiles min 6mm	
3.4	▪ Dry pressed floor tiles min 3mm	
3.5	▪ Extruded floor tiles min 6-10mm	
4.0	Tile Layout	
4.1	▪ Availability of tile layout plan	
4.2	▪ Mock-up at site	
5.0	Delivery, Handling & Storage of Ceramic Tiles	
5.1	▪ Check condition of tiles	
5.2	▪ Wrapped in original packages during storage	
5.3	▪ Check storage condition	



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5.4	▪ Stacked on pallets to prevent dampness	
5.5	▪ Stacking ht not more than 4 tile cartons	
6.0	Delivery, Handling & Storage of Bedding & Grouting Materials	
6.1	▪ In original containers	
6.2	▪ Seal & labels intact	
6.3	▪ Clean & dry storage area	
6.4	▪ Off ground & no contamination	
7.0	Surface Preparation	
7.1	▪ Check age of concrete substrate – min 28 days	
	▪ Check substrate surface	
8.0	Preparation & Laying of Cement/Sand Screed	
8.1	▪ Wet concrete surface prior to laying screed – saturated-surface-dry condition	
8.2	▪ Apply slurry coat for floor	
8.3	▪ Apply splash coat for wall	
8.4	▪ type cement/sand screed (e.g. site mixed, prepacked, ect)	
8.5	▪ Lay cement/sand screed	
8.6	▪ Not more than 15mm per coat for wall, allow 24hrs between coats and not more than 30mm thk	
8.7	▪ Finished with wooden trowel	
8.8	▪ Check screed surface – level & no cavities	
8.9	▪ Moist cured screed for at least 7 days	
9.0	Preparation & Laying of Cement Mortar	<i>(for mortar bedding)</i>
9.1	Mark setting-out lines	
9.2	Mortar mix ratio (pre-batched mortar recommended)	
9.3	Damp screed surface and lay mortar	
9.4	Soak porous tiles (min 30 mins)	
10.0	Preparation & Laying of Adhesive	<i>(for adhesive bedding)</i>
10.1	Mark setting-out lines	
10.2	Adhesive mix ratio	
10.3	Lay adhesive	



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10.4	Clean tile back	
11.0	Laying Tiles	
11.1	Use of plastic spacers or spacing rod to control joint width	
11.2	Check tiles surface and joints	
11.3	Proper tools and correct method of installation	
11.4	After tiles are firm, clean off excessive adhesive (after 3 hrs)	
11.5	Protect freshly laid tiles against stepping	
12.0	Grouting	
12.1	Min 24hrs after tiling	
12.2	Check grout mix	
12.3	Completely fill joints	
12.4	Removing surplus grout	
13.0	Protection	
13.1	No traffic for 4 days after completion	
13.2	After 4 days, only light foot traffic for a further 10 days	
13.3	Protection method	

Site Observations