

COPINGS, CAPPINGS, SOFFITS AND LOUVRES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Parapet copings and cappings fixed and jointed to the detail over a finished membrane upstand, soffit panels supported and ventil...

KD-QA-CL-009 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	ELEVATION / PARAPET RUN	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

COPING / CAPPING TYPE, MATERIAL AND DETAIL REF	FIXING METHOD — CLIPS, STRAPS, BRACKETS AND CENTRES	JOINTS, JOINT PLATES, EXPANSION SPACING
MEMBRANE UPSTAND AND DPC BENEATH COPING (ROOFING SHEET REF)	SOFFIT PANEL SYSTEM, SUPPORT AND VENTILATION	LOUVRE TYPE, FREE AREA AND BIRD MESH

3. Materials on site — the tested build-up, nothing else

HOLD POINT

Every product is the one on the façade specification and the tested or classified build-up for this wall — panel, insulation, membrane, cavity barrier, bracket, rail and fixing; the declaration of performance or classification report for each referenced; the material approval on KD-QA-SYS-005 referenced

Spec · TDS

No substitution of any product in the external wall without the designer's written agreement and, on a higher-risk building, the change-control record; the reference recorded here

HRB Procedures

Batch numbers and delivery references recorded; materials stored as the data sheet states and protected from damage

TDS

PRODUCT / CLASSIFICATION REPORT REFS	SUBSTITUTIONS AND THEIR CHANGE-CONT...
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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. Parapet and upstand ready

HOLD POINT

Roofing upstand, DPC and any cavity tray beneath the coping line complete and released on the roofing sheet in section 2; cavity closed and fire-stopped at the parapet head as KD-QA-CL-002

Spec · Approved Document B

Parapet top level and to line; fixing substrate sound and of the type the clip or bracket data sheet assumes

Drawing · TDS

ROOFING SHEET REF / RELEASE 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

5. Copings and cappings

HOLD POINT

Copings fall inwards to the roof, with the overhang and drip both sides the detail shows; clips, straps or brackets at the centres in section 2 and fixed with the anchors the data sheet names

Drawing · TDS

Joint plates or underlays under every joint, sealed as the data sheet; expansion joints at the spacing in section 2 and at every corner and change of direction

TDS

Ends, corners and stop ends closed and sealed; no coping resting on the membrane upstand without the separation the detail shows

Drawing

FALL MEASURED (MM OVER THE WIDTH) / OVERHANG (MM) CLIP / FIXING CENTRES MEASURED (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. Soffits

HOLD POINT

Support framing at the centres the data sheet states, fixed to the structure with the anchors named; panels fixed with every fixing point used and aligned within the tolerance stated

TDS · Drawing

Ventilation openings or continuous vent strip of the free area the specification names, with insect mesh; drainage from the cavity above not blocked

Spec

Where the soffit is over an escape route or below a relevant building's external wall, the panel and framing are the products the fire approved Document B · Spec

Access panels where the drawing shows them and where services need them

Drawing

WORST ALIGNMENT READING (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

7. Louvres

CHECK & RECORD

Louvre the type and free area in section 2, fixed to the framing the data sheet shows, with bird or insect mesh and blanking panels where drawn; drainage from the blade tray to the outside

Spec · TDS

Blanked louvres carry the insulation and fire performance the specification requires behind them

Spec

FREE AREA CHECKED AGAINST SECTION 2

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

SUB SELF-CHECK — INITIALS DATE

8. Line and finish

CHECK & RECORD

Copings, soffits and louvres viewed from ground level and from 3 m — straight, joints even, colour and finish matching the approved sample; protective film removed within the data-sheet period

Spec · TDS

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

SUB SELF-CHECK — INITIALS DATE

9. Records for the golden thread

HOLD POINT

Every photograph, test result and certificate referenced on this sheet is in the photo log and the handover file for this elevation; the as-built build-up recorded where it differs from the drawing

Practice

Hold recorded on KD-OA-SYS-002

Practice

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	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

10 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.

[illegible]

11 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
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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
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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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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	2026-09-02	first-issue	First issue.	— not yet approved —
A0	2026-09-02	review	Approved for issue by the author. Content unchanged from the reviewed 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.