

DAMP-PROOFING AND TREATMENT APPLICATION — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Chemical damp-proof course, membrane or tanking, and replastering · plaster off to the specified height, injection or membrane r... KD-QA-DP-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	WALL / 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

TREATMENT SPECIFICATION REF AND REV (FROM KD-QA-DP-001)	TREATMENT SPECIFIED	PRODUCT(S) AND DATA SHEET REFS
PLASTER REMOVAL HEIGHT SPECIFIED (MM)	REPLASTER SYSTEM SPECIFIED (COATS / THICKNESS)	DRYING PERIOD BEFORE DECORATION SPECIFIED

3. Preparation — plaster off, cause fixed

HOLD POINT

- Plaster and render removed to the specified height and at least to the extent of visible salts and dampness; height measured and recorded; skirtings and fixings removed BS 6576 · PCA guidance
- External and plumbing causes recorded on KD-QA-DP-001 repaired first and recorded here — ground levels lowered, gutters and pipes repaired, bridging removed; a damp-proof course is not installed against a cause that remains BS 6576
- Masonry joints raked and dust removed at the injection course; the course chosen is a continuous mortar bed at the specified height above external ground BS 6576
- For membrane and tanking, substrate prepared to the data sheet — sound, clean, profile and moisture within limits; drainage and sump provisions installed as the design states BS 8102 · TDS

PLASTER REMOVED TO (MM) — MEASURED	EXTERNAL CAUSES FIXED (LIST / DATE)	ACCEPTED BY / DATE
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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. Chemical damp-proof course — injection record

HOLD POINT

- Holes drilled at the spacing, diameter, depth and angle the product data sheet states, into the specified mortar course, from the side the specification states; both sides where the wall thickness requires it BS 6576 · TDS
- Product injected to the data-sheet quantity per metre; litres or cartridges used reconciled against the length treated and recorded TDS
- Holes plugged or filled as the data sheet states; no injection into bridged or below-ground sections where the specification calls for a different remedy BS 6576
- Where the remedy is a membrane, laps, fixings, top and bottom terminations and every penetration formed to the data sheet and photographed before covering BS 8102 · TDS

LENGTH TREATED (M)	HOLE SPACING / DEPTH (MM)	QUANTITY USED VS DATA-SHEET RATE	PHOTO REFS
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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

5. Replastering — the specified system, not bridging

HOLD POINT

- Reviewer accepted the injection or membrane record before any plaster went back
- Practice
- Replaster system exactly as specified — salt-resistant render or specified board system, coats and thickness to the data sheet; no gypsum plaster directly on a treated wall unless the specification says so
- BS 6576 · TDS
- New plaster stops above the damp-proof course line and clear of the floor by the gap the specification states; skirting fixings do not bridge the course
- BS 6576 · PCA guidance
- Plaster finished to the specified height with a clean junction to the retained plaster; render mix and curing as the data sheet states
- TDS

SYSTEM AND THICKNESS APPLIED (MM)

FLOOR GAP / DPC LINE CLEARANCE (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. Drying and release to decoration

HOLD POINT

- Drying period from the specification or data sheet elapsed; moisture readings on the new plaster stable and recorded on consecutive visits
- TDS · PCA guidance
- No coating, wallcovering or impermeable finish applied until the reviewer releases the wall; breathable finish where the specification requires one during the drying period
- Spec
- Guarantee conditions that fall to the client (ventilation, ground levels, maintenance) written on the certificate handed over; certificate number recorded
- PCA guidance

FINAL READINGS / DATES

CERTIFICATE / GUARANTEE REF

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 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?

8 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)

9 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

10 NOTES FOR THIS AREA

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

11 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.