

FLAT ROOF — INSULATION, MEMBRANE, LAPS, UPSTANDS AND OUTLETS — QUALITY — ONE PER AREA

Every layer and every detail seen and photographed before it is covered, then the electronic leak test · one sheet per roof area

KD-QA-RO-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	ROOF AREA / SECTION	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

ROOF DRAWINGS, DETAIL SHEETS AND REVISION	WATERPROOFING SYSTEM (PRODUCT / LAYERS / THICKNESS)	INSULATION TYPE / THICKNESS / FIXING METHOD	
LAP WIDTHS — SIDE / END (DATA SHEET)	MINIMUM UPSTAND HEIGHT (DRAWING / BS 6229)	LEAK TEST METHOD SPECIFIED	DETAIL DRAWINGS COVERING THIS AREA

3. Materials on site

HOLD POINT

Every product is the one the specification and the system data sheet name — one system, no mixing of makers' membranes, primers, insulation and accessories; the material approval on KD-QA-SYS-005 referenced

Spec · TDS

Batch numbers recorded; within shelf life; stored as the data sheet states — rolls on end or flat as directed, insulation dry and covered

TDS

BATCH NUMBERS	KD-QA-SYS-005 REF
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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. Weather — before work, every day

CHECK & RECORD

Air and substrate temperature within the data-sheet range; no laying on a wet, frosty or dew-covered substrate; wind within the limit the method statement states for sheet work

TDS

No rain forecast within the data-sheet period for the product in use; the day's work planned so it can be weathered by the end of the shift

TDS

Readings and the decision logged on KD-QA-SYS-006

Practice

DATE	AIR °C	DECK °C	FORECAST AND DECISION
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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					

5. Insulation

HOLD POINT

- Insulation of the type and thickness in section 2, boards tightly butted with staggered joints, fixed by the method in section 2 — the number and pattern of fixings or the adhesive coverage as the data sheet states for the wind zone on the drawing TDS · Drawing
- Tapered schemes laid to the layout drawing with the board numbers checked; no gaps over 5 mm; boards dry when covered; no more insulation laid than can be covered that day TDS · BS 6229
- Insulation fixings pull-tested where the specification requires; results recorded TDS

FIXING PATTERN / PULL-TEST RESULTS

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. Membrane — laps and bonding

HOLD POINT

- Layers and thickness as section 2; laps at least the widths in section 2 — measured and the smallest recorded; end laps staggered; laps made by the data-sheet method (torch, hot air, self-adhesive, cold-applied) with a continuous bead or bleed visible where the data sheet says one should be TDS · BS 8217
- Sheets laid in the direction the data sheet states relative to the fall so upper sheets lap over lower; no fishmouths, wrinkles, voids or unbonded areas — every lap probed TDS
- Fully bonded or mechanically fixed as the specification states; fixing pattern at perimeters and corners as the wind-load drawing TDS · Drawing

SMALLEST LAP MEASURED (MM) / WHERE

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. Upstands, kerbs and abutments

HOLD POINT

- Membrane carried up every upstand to at least the height in section 2 above the finished roof surface, with the reinforcement or angle fillet the detail shows at the change of angle, and terminated in the chase, under the flashing or behind the cladding as drawn BS 6229 · Drawing
- Upstand membrane bonded fully with no bridging at the angle; corners formed with the preformed pieces or the method the data sheet shows; termination bars or flashings fixed as detailed TDS

SMALLEST UPSTAND HEIGHT MEASURED (MM) / WHERE

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

8. Outlets, drains and overflows

HOLD POINT

- Every outlet in the position drawn at the lowest point, of the type the specification names, with the membrane dressed into it and bonded as the data sheet shows; leaf guards fitted; overflows at the height and size drawn BS 6229 · Drawing
- Outlets tested with water before covering — flow confirmed and no leak at the connection Practice

OUTLETS CHECKED (REF / PHOTO 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

9. Penetrations and details — every one listed

HOLD POINT

Every pipe, duct, support post and cable penetration sealed with the collar, sleeve or preformed piece the detail drawing shows and listed below with its photograph; no penetration added after the membrane without a new detail

BS 6229 · Drawing

Movement joints, expansion joints and changes of deck material detailed as drawn

Drawing

PENETRATIONS (REF / DETAIL / PHOTO 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

10. Edge trims, drips and verges

HOLD POINT

Edge trims, drips and verge details of the type drawn, fixed at the centres the data sheet states, jointed with the cover pieces specified, with the membrane dressed over and bonded as detailed

Drawing · TDS

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

11. Leak test

HOLD POINT

Test by the method in section 2 over the whole area and every detail after the membrane is complete and before protection, ballast or green roof layers cover it; the report referenced

Spec

Every fault repaired by the data-sheet method and re-tested; both results recorded

TDS

TEST REPORT REF / FAULTS FOUND / RE-TEST

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

12. Protection and finish layers

CHECK & RECORD

Surface protection, ballast, paving supports or walkway of the type drawn laid without damaging the membrane; protection fleece where the data sheet requires it; no stored materials or plant on the finished roof without boards

TDS · BS 6229

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

13. Snagging closed and handover

HOLD POINT

Every snag and non-conformance below closed and re-checked by someone other than the person who fixed it

Practice

Roof clean of debris, offcuts and fixings; outlets and gutters clear and running; protection to the finished covering where following trades will cross it

BS 6229

System guarantee application, installation record and photographs handed over and referenced

TDS

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

14 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?

15 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)

16 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

17 NOTES FOR THIS AREA

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

18 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.