

GREEN AND BLUE ROOF BUILD-UP — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Waterproofing tested, then root barrier, protection, drainage, filter and substrate depth checked layer by layer before planting · on...

KD-QA-RO-005 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

GREEN / BLUE ROOF BUILD-UP DRAWING AND REVISION	LAYERS FROM THE MEMBRANE UP (PRODUCT / THICKNESS)
SUBSTRATE TYPE AND DEPTH BY ZONE (DRAWING)	BLUE ROOF ATTENUATION DEPTH / OUTLET RESTRICTOR (DR... VEGETATION TYPE (SEDUM MAT / PLUGS / SEED) AND...

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

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. Waterproofing complete and tested — first

HOLD POINT

Waterproofing sheet KD-QA-RO-002 released for this area with the leak test passed and referenced; the membrane is the root-resistant grade the specification names or a root barrier is in section 2 Green Roof Code · TDS

Upstands at least 150 mm above the finished substrate — not above the membrane — measured; outlets accessible through inspection chambers as drawn Green Roof Code

KD-QA-RO-002 REF / LEAK TEST 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		

5. Root barrier and protection layer

HOLD POINT

Root barrier of the product in section 2 laid over the whole membrane with laps at least the width the data sheet states and sealed; turned up at every upstand and penetration to the height drawn

Green Roof Code · TDS

Protection fleece or board over the barrier before any other layer or foot traffic; no sharp objects, tools or plant on the membrane

TDS

Barrier and protection photographed before the drainage layer covers them

Practice

PHOTO REFS — ROOT BARRIER LAPS AND UPSTANDS

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. Drainage and reservoir layer

HOLD POINT

Drainage board or aggregate of the type and depth in section 2 laid the right way up, butted or lapped as the data sheet states, continuous to every outlet, with the pebble margin of the width drawn at outlets, upstands and penetrations

Green Roof Code

Blue roof attenuation depth and the outlet restrictor as section 2 installed and photographed; inspection chambers over every outlet

Drawing

Drainage layer photographed before the filter layer covers it

Practice

PHOTO REFS — DRAINAGE LAYER AND OUTLETS

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. Filter layer and substrate

HOLD POINT

Filter fabric over the whole drainage layer lapped at least the width the data sheet states, turned up at the edges above the substrate line

Green Roof Code · TDS

Substrate of the type in section 2 spread to the depth by zone in section 2 — measured at the frequency the specification states after settlement; the smallest depth recorded; no substrate over the pebble margins or outlets

Green Roof Code

SUBSTRATE DEPTH MEASURED (MIN / MAX) BY ZONE

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. Vegetation

CHECK & RECORD

Vegetation of the type in section 2 laid or planted within the data-sheet time of delivery, watered in, with the establishment and maintenance period in section 2 started and the responsible party recorded

Green Roof Code

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

SUB SELF-CHECK — INITIALS DATE

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9. 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
- ☐ Roof clean of debris, offcuts and fixings; outlets and gutters clear and running; protection to the finished covering where following trades will cross it
- ☐ System guarantee application, installation record and photographs handed over and referenced

Practice

BS 6229

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

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.

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE...	OK?

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
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)

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	2026-08-29	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.