

INSPECTION AND TEST PLAN — ROOFING

Deck to VCL to insulation to every lap and detail to the leak test — before anything covers it

PLAN — ONE PER PACKAGE

KD-ITP-RO-031 Rev A0

An inspection and test plan is the list of what will be inspected or tested at each stage of this package, against what acceptance criterion and how often, who holds the work, witnesses it, keeps it under surveillance or reviews the record, and which record proves it. On a roof every layer is a hold before the next covers it — deck, vapour control, insulation, membrane, every lap and detail — and the leak test comes before protection, ballast or a green roof goes on; the guarantee at the end depends on the photographs taken at each. The stages below are the ones the area checklists cover, so the R column points to a sheet that exists — the KD-QA sheets are the records; the package cover sheet KD-QA-SYS-001 is the cover the client signs with the register of sheets raised under it; this is the plan behind both. Where this plan exists, section 3 of KD-QA-SYS-001 (and of KD-QA-PD-100 for decoration) is completed as "see this plan" and the letters are agreed here, so nothing is agreed twice. Nothing on this sheet is an acceptance value: the specification reference and the criterion are written in from the specification, and H, W, S and R are agreed with the client before the first stage starts. A failed hold raises KD-QA-SYS-007 and the line stays open until it is re-inspected.

1 PACKAGE

PROJECT / SITE REF		SITE		DATE		PACKAGE / SUBCONTRACTOR		PLAN PREPARED BY			
SPECIFICATION, DRAWINGS AND REVISIONS THIS PACKAGE IS BUILT TO				PRINCIPAL CONTRACTOR'S REVIEWER		CLIENT'S REPRESENTATIVE		NOTICE FOR H AND W POINTS		PLAN REV	

2 THE PLAN — ONE LINE PER STAGE, IN THE ORDER THE WORK IS BUILT

H hold — work stops until released · W witness — notice given, work proceeds if they do not attend · S surveillance — checked without stopping the work · R review of the record only. One letter per party per line; a blank means that party takes no part in the stage.

NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF
1	Deck and dryness		Fixing, falls, moisture		Each area				KD-QA-RO-001	
2	Vapour control layer		Laps, upstands, photographs		Each area				KD-QA-RO-001	
3	Release to insulate		Reviewer release		Each area				KD-QA-RO-001	
4	Insulation		Type, fixings, pull tests		Each area				KD-QA-RO-002	
5	Membrane - laps and bonding		Laps measured; every lap probed		Each area				KD-QA-RO-002/008/010	
6	Upstands, kerbs and abutments		Height measured		Each area				KD-QA-RO-002	
7	Outlets, penetrations and details		Every one listed and photographed		Each area				KD-QA-RO-002/007	
8	Leak test		Electronic or flood - report referenced		Each area				KD-QA-RO-002	
9	Pitched - underlay and battens		Laps, gauge, grade		Each slope				KD-QA-RO-003	
10	Pitched - tiles and fixings		Fixing specification; sample lifted		Each slope				KD-QA-RO-003	
11	Flashings and lead work		Code, lengths, laps, chases		Each abutment				KD-QA-RO-004	
12	Gutters, outlets and overflows		Falls, sizes, water test		Each run				KD-QA-RO-011	
13	Green roof or terrace build-up		Layer by layer		Each area				KD-QA-RO-005/012	
14	Rooflights and penetrations		Kerbs, flashings, test		Each item				KD-QA-RO-007	

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continued

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NO	STAGE / ACTIVITY	SPEC REF	INSPECTION OR TEST	ACCEPTANCE	FREQUENCY	SUB	PC	CLIENT	RECORD REF	SIGN-OFF
15	Protection and finish layers		Ballast, paving, walkways		Each area				KD-QA-RO-002	
16	Guarantee and handover		System guarantee, photographs		Per package				KD-QA-RO-002	

3 SIGN-OFF CHAIN

The subcontractor prepares the plan from the specification and the sequence it will build to. The principal contractor's reviewer accepts it: the stages are complete, every record named exists, and every hold falls before the work it protects is covered. The client's representative agrees the H, W, S and R columns and the notice period. A line is closed in the last column by the party holding the highest intervention on it; the area checklists carry the signatures for the checks themselves. Revise and re-sign when the specification, the sequence or the subcontractor changes.

Prepared by — subcontractor:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Accepted by — principal contractor's reviewer:

PRINTED NAME	ROLE	COMPANY	SIGNATURE	DATE	TIME

Agreed by — client's representative:

PRINTED NAME	ROLE	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.