

MEMBRANE LAPS, DETAILS AND PENETRATIONS — QUALITY INSPECTION CHECKLIST — QUALITY — ONE PER AREA

Every lap measured, every corner, joint and penetration detailed and photographed BEFORE it is covered · one sheet per area

KD-QA-WP-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	ELEMENT / AREA (WALL, SLAB, LIFT PIT)	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

MEMBRANE SYSTEM / THICKNESS OR LAYERS	LAP WIDTHS FROM THE DATA SHEET (SIDE / END)	LAP METHOD (SELF-ADHESIVE / TORCH / HOT-AIR WELD / LIQUID)
DETAIL DRAWINGS COVERING THIS AREA (REFS)	NUMBER OF PENETRATIONS IN THIS...	TERMINATION HEIGHT ABOVE FINISHED GROUND (DRAWING)

3. Materials on site

HOLD POINT

Membrane, primer, tapes, fillets, protection and drainage products are the products the specification and the waterproofing design name — one system, no mixing of makers' components

Spec · TDS

Batch numbers recorded; within shelf life; stored as the data sheet states (dry, off the ground, out of sun and frost)

TDS

Material approval on KD-QA-SYS-005 referenced

Practice

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. Conditions — before application, every day

CHECK & RECORD

Air and substrate temperature within the data-sheet range for the product; substrate temperature at least 3 °C above dew point where the data sheet requires

TDS

No rain on the substrate or forecast within the data-sheet cure period; no application onto frost or standing water

TDS

Readings logged on KD-QA-SYS-006

Practice

DATE / TIME	AIR °C	SUBSTRATE °C	RH %	GO / POSTPONE
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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. Laps and general laying

HOLD POINT

- Side and end laps at least the widths in section 2 — measured at the frequency the specification states and the smallest recorded; end laps staggered by at least the distance the data sheet gives TDS
- Laps made by the method in section 2 — fully bonded or welded with no fishmouths, wrinkles, voids or unbonded edges; a lap that lifts when probed is remade TDS
- Membrane fully bonded to the substrate where the system is bonded; no trapped air, water or debris; sheets laid in the direction and sequence the data sheet states (upper sheets lapping over lower on walls) TDS
- Thickness or number of layers matches section 2; liquid systems checked by wet-film gauge and the readings recorded TDS

SMALLEST LAP MEASURED (MM) / WHERE

WET-FILM READINGS (LIQUID SYSTEMS)

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. Corners, fillets and junctions

HOLD POINT

- Internal and external corners reinforced with the preformed piece or the extra strip the detail drawing shows; fillets of the size and material drawn at every wall-to-slab junction Drawing · TDS
- Kicker and wall-to-slab junctions detailed exactly as drawn — the membrane continuous across the junction, not butted at it BS 8102 · Drawing
- Movement and construction joints treated with the joint detail the design shows — waterbar, strip or bandage of the width drawn — and photographed BS 8102 · Drawing

PHOTO REFS — CORNERS AND JUNCTIONS

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. Penetrations — every one listed

HOLD POINT

- Every penetration in section 2 sealed with the detail the design shows — collar, flange, puddle flange or mastic of the product named — and listed below with a photograph before it is covered BS 8102 · Drawing
- Pipes and ducts fixed so they cannot move against the membrane; sleeves at the projection and with the seal the data sheet shows; no penetration added after the membrane without a new detail from the designer BS 8102 · TDS

PENETRATION REF / DETAIL / PHOTO REF (ONE PER LINE)

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. Terminations and edges

HOLD POINT

- ☐ Membrane terminated at the height above ground in section 2 into a chase, under a flashing or behind a cavity tray as the drawing shows; the top edge sealed with the termination bar or sealant the data sheet names Drawing · TDS
- ☐ Membrane lapped with the DPC or DPM it meets by at least the width the data sheet states so there is no path between the two; the junction photographed BS 8102 · TDS
- ☐ Edges that will be lapped by later work left clean, protected and of the length the data sheet needs for the lap 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

9. Protection during the works

CHECK & RECORD

- ☐ No trafficking of the membrane; boards laid where access is unavoidable; no ladders or props bearing on it; damage repaired with the data-sheet patch method before covering TDS
- ☐ Every repair recorded below with its photograph Practice
- REPAIRS MADE (WHERE / HOW / PHOTO REF)

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

SUB SELF-CHECK — INITIALS DATE

10. Release to cover

HOLD POINT

- ☐ Reviewer — and the waterproofing designer where the specification requires — has walked the whole area against the detail drawings and the photographs; nothing covered before this signature BS 8102
- ☐ Hold recorded on KD-QA-SYS-002; the photographs on KD-QA-SYS-012 Practice

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 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 / DAT...	OK?

12 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)

13 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

14 NOTES FOR THIS AREA

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

15 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.