

METAL STANDING SEAM AND PROFILED METAL ROOFING — HALTERS, SEAMS, E... QUALITY — ONE PER AREA

Standing seam and long-strip metal roofing · substrate and underlay as the system, clips and halters at the pattern for the wind z... KD-QA-RO-009 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 SLOPE / 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

METAL, GAUGE, FINISH AND SYSTEM DATA SHEET REF	SUBSTRATE AND UNDERLAY / SEPARATION LAYER SPECIFIED	ROOF PITCH AND THE SYSTEM'S MINIMUM PITCH
CLIP / HALTER TYPE AND SPACING BY ZONE	FIXED-POINT POSITION AND SHEET LENGTHS (EXPANSION DESIGN)	SEAM TYPE — SINGLE / DOUBLE LOCK

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

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

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. 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

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

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

DATE

AIR °C

DECK °C

FORECAST AND DECISION

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS

DATE

5. Substrate and underlay

HOLD POINT

- Substrate the type in section 2, in one plane within the data-sheet tolerance, dry and fixed; underlay or separation layer the product named, lapped in the direction of the fall and fixed as its data sheet

TDS · Drawing
- Roof pitch measured on the substrate and not below the minimum in section 2 for the seam type and sheet length; a pitch below the minimum stops the work until the designer answers

TDS · Drawing
- Insulation, vapour control and any structural liner released on the sheets for those layers; ventilation to the underside where the design is a cold roof

TDS · Drawing

WORST OUT-OF-PLANE READING (MM)

PITCH MEASURED (DEGREES) / MINIMUM

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. Clips, halters and fixed points

HOLD POINT

- Clips or halters the type in section 2 at the spacing for each zone, fixed with the screws the data sheet names into the substrate the data sheet assumes — into the deck or rail, not into insulation alone

TDS · Drawing
- Fixed points at the position in section 2 on every sheet and nowhere else; the sheet free to expand from the fixed point in the direction the expansion design shows

TDS
- Halter thermal pads or spacer system as the data sheet; clips counted per sheet in the edge and corner zones

TDS

CLIPS COUNTED PER SHEET — FIELD / EDGE / CORNER

FIXED-POINT POSITION CHECKED (SHEETS / PHOTOS)

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. Sheets and seams

HOLD POINT

- Sheets the profile, width and length in section 2, laid in one length from eaves to ridge where the design requires, in the direction away from the prevailing wind; no sheet longer than the expansion design allows

TDS · Drawing
- Seams closed with the seaming machine to the full profile in section 2 along the whole length, including at every clip; hand-closed lengths only where the data sheet allows; seam ends at eaves and ridge closed as the detail

TDS
- Sheets not walked on the seams or dented; protective film removed within the data-sheet period; swarf and cut-offs cleared daily

TDS

LONGEST SHEET (M) / EXPANSION LIMIT (M)

SEAM CLOSURE CHECKED (M) / OPEN LENGTHS FOUND

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. Eaves, ridge, verges and penetrations

HOLD POINT

- Eaves detail with the drip, closure and the sheet turned down or welted as the system; ridge and hip closures with the expansion allowance the detail shows; verges with the system's trim and clip
- TDS · Drawing

Penetrations flashed with the system's collars, curbs or soakers; no penetration through a seam; rooflights and vents recorded on KD-QA-RO-007

TDS

Snow guards, walkways, fall-arrest anchors and PV fixings only of the type the data sheet allows on this seam, at the positions drawn, and never through the sheet

TDS · Drawing

TERMINATION AND PENETRATION PHOTO REFS

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. Water test

WITNESS

- Hose test on the details the specification names, from the eaves upwards, with no ingress seen below; result recorded
- Spec

DETAILS TESTED / RESULT

RESULT	Pass	Fail	N/A	NCR REF IF FAIL	PHOTO REF(S)	Date/time on photo
SUB SELF-CHECK — INITIALS	DATE	WITNESSED BY THE REVIEWER — NAME		DATE		

10. 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	

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	2026-09-02	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.