

PITCHED ROOF — UNDERLAY, BATTENS, TILES AND FIXINGS — QUALITY INSPECTION — QUALITY — ONE PER AREA

Underlay laps and battens graded and fixed BEFORE tiling; every tile and slate fixed to the calculated specification - one sheet p... KD-QA-RO-003 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 / ELEVATION	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 AND REVISION	TILE / SLATE PRODUCT, PITCH AND GAUGE	UNDERLAY PRODUCT AND LAP WIDTHS (DATA SHEET)
BATTEN SIZE / GRADE / FIXING (BS 5534)	FIXING SPECIFICATION (FROM THE CALCULATION)	VENTILATION AND DRY-FIX PRODUCTS (DRAWING)

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. Underlay

HOLD POINT

Underlay is the product in section 2, laid from eaves upwards with horizontal laps at least the width in section 2 for the pitch and vertical laps at least the width stated, over a support tray at the eaves so it does not sag into the gutter BS 5534 · TDS

Underlay dressed over ridges, into valleys and up abutments as the drawing details; fixed only through battens; no tears, and drape between rafters within the data-sheet figure BS 5534

SMALLEST LAP MEASURED (MM)						
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. Battens

HOLD POINT

- Battens of the size in section 2, graded and marked as the standard requires, treated where specified; no batten with wane, splits or large knots beyond the grade

BS 5534
- Fixed to every rafter with the nails in section 2; joints staggered and each batten end fixed on a rafter, no more than the number of joints the standard allows in any one rafter length; battens straight at the gauge in section 2 — measured

BS 5534
- Counter-battens where the drawing shows them, of the size drawn

BS 5534 · Drawing
- Gauge measured (mm) / batten grade mark seen

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. Ventilation and eaves

HOLD POINT

- Eaves, ridge and abutment ventilation products of the type and free area in section 2 fitted continuously; insulation stopped short of the eaves vent path with the tray drawn

Drawing · BS 5534
- Eaves course, undercloak, fascia and gutter line set so the first course discharges into the gutter; tilt fillet where the drawing shows

BS 5534

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. Tiles and slates — fixing to the specification

HOLD POINT

- Every tile or slate fixed as the fixing specification in section 2 — the nails, clips and screws named, at every course the calculation requires, with every tile fixed in the perimeter zones and at eaves, verges, ridges, hips and abutments; no reliance on weight alone

BS 5534 · TDS
- Head lap and side lap as the data sheet for the pitch; slates holed and nailed with two nails each; tiles cut to the size the data sheet allows at verges and valleys

BS 5534 · TDS
- Fixing checked on a sample of tiles lifted at the frequency the specification states; the sample and result recorded

BS 5534
- Tiles lifted (count) / fixings found correct

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. Ridges, hips, verges and valleys

HOLD POINT

- Ridge and hip tiles mechanically fixed with the dry-fix system in section 2 or bedded and clipped as the specification states; no mortar-only bedding unless the specification allows

BS 5534
- Verges finished with the dry verge or undercloak and pointing the drawing shows, overhang within the data-sheet figure; valleys of the type drawn with tiles cut and supported

BS 5534 · Drawing

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. Finish

CHECK & RECORD

Courses straight and gauged, bond regular, no cracked or chipped tiles, no debris in the gutters; viewed from ground level and from the scaffold

BS 5534 · NHBC 7.2

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

SUB SELF-CHECK — INITIALS 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	2026-08-29	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.