

REINFORCED BITUMEN MEMBRANES — BUILT-UP FELT ROOFING — QUALITY INS... QUALITY — ONE PER AREA

Torch-applied, pour-and-roll and self-adhesive built-up roofing · layers, laps and bonding to the system, torch-free zones at timbe... KD-QA-RO-010 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	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 — LAYERS AND THE DATA SHEET REF	APPLICATION METHOD BY LAYER (TORCH / POUR / SELF-ADHESIVE)	SIDE AND END LAP WIDTHS BY LAYER (MM)
TORCH-FREE ZONES AND THE COLD-APPLIED DETAIL THERE	HOT-WORK PERMIT REF AND FIRE WATCH PERIOD	EARLIER SHEETS (KD-QA-RO-001 / RO-002)

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. 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 TDS

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 TDS

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

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, primer and hot-work control

HOLD POINT

- Deck, vapour control layer and insulation released on the sheets in section 2; primer the product named applied at the coverage and dried for the period the data sheet states
- BS 8217 · TDS

Hot-work permit in section 2 issued for today; torch-free zones marked on the roof and the self-adhesive or cold-applied products for them on site; extinguisher and fire watch as the permit

Practice · Spec

PERMIT REF / DATE / FIRE WATCH UNTIL

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. Layers, laps and bonding

HOLD POINT

- Each layer the sheet the system names, laid in the direction the data sheet states, laps the widths in section 2 — measured — and staggered between layers; the smallest lap recorded
- BS 8217 · TDS

Torch-applied sheets heated so bitumen flows from the lap on rolling — a continuous bead at every lap, no cold laps, no scorched or over-heated sheet; pour-and-roll sheets fully bedded in bonding compound at the temperature the data sheet states; self-adhesive sheets rolled with no air pockets

TDS

No torch used within the torch-free zones in section 2 — the detail there is the cold-applied or self-adhesive product named; no naked flame on insulation edges, timber or plastic components

Spec · TDS

SMALLEST LAP MEASURED (MM) / LAYER				TORCH-FREE ZONES CHECKED / METHOD USED THERE		
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. Upstands, outlets and details

HOLD POINT

- Upstands at least the height the specification states, in the layers and with the reinforcing strip the detail shows; angle fillets where the data sheet requires; cap sheet dressed into a chase or under a flashing and fixed at the top
- BS 8217 · BS 6229

Outlets the type specified, bedded and clamped with the membrane dressed into them; penetrations with the system's collars or a cold-applied detail; every detail photographed

TDS

SMALLEST UPSTAND HEIGHT (MM)				DETAIL 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	

8. Cap sheet and finish

CHECK & RECORD

- Cap sheet the mineral or finish specified, laps mineral-free and sealed; solar-reflective or protective finish where the specification names it, at the coverage stated
- TDS · Spec

Surface free of pinholes, blisters, exposed reinforcement and fishmouths

BS 8217 · Spec

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

9. Leak test

HOLD POINT

Electronic integrity test or flood test as the specification states, on the whole area, after the cap sheet is complete and before ballast, paving or finishes; faults marked, repaired and re-tested; the report referenced

Spec - BS 6229

TEST METHOD / REPORT REF / RESULT

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. 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.