

LIQUID-APPLIED ROOF COATINGS — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Substrate moisture and primer proved before the first coat, reinforcement in the details, film thickness measured, cure before traff... KD-QA-RO-006 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 / SECTION	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	COATING SYSTEM (PRODUCT / COATS / REINFORCEMENT)	WET-FILM / DRY-FILM THICKNESS PER COAT AND TOTAL...
SUBSTRATE AND ITS MOISTURE LIMIT (DATA SHEET)	PRIMER SPECIFIED AND COVERAGE RATE	CURE BEFORE RAIN / TRAFFIC (DATA SHEET)

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. Substrate — moisture, adhesion and preparation

HOLD POINT

Substrate moisture within the limit in section 2 by the data-sheet method with the readings recorded; existing coverings sound, adhered and prepared as the data sheet states; blisters cut and dried, loose material removed

Adhesion test patch on the existing substrate where the data sheet requires it, left for the data-sheet period and pulled; result recorded

Surface clean and dry — no dust, moss, oil, standing water or frost; outlets cleared and working; details prepared as the detail drawing shows

MOISTURE READINGS / ADHESION TEST 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

CHECK & RECORD

TDS

TDS

Practice

SUB SELF-CHECK — INITIALS DATE

HOLD POINT

TDS

PRIMER APPLIED (DATE / TIME) / FIRST COAT (DATE / TIME)

SUB SELF-CHECK — INITIALS DATE

NCR REF IF FAIL	PHOTO REF(S)

Date/time on photo

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

HOLD POINT

TDS - Drawing

BS 6229 · Practice

PHOTO REFS — DETAILS

SUB SELF-CHECK — INITIALS DATE

NCR REF IF FAIL PHOTO REF(S)

Date/time on photo

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

HOLD POINT

TDS

TDS

WET-FILM READINGS (MM) / LITRES USED / AREA

SUB SELF-CHECK — INITIALS DATE

NCR REF IF FAIL	PHOTO REF(S)

Date/time on photo

HOLD RELEASED BY THE REVIEWER — SIGNATURE

TIME

DATE _____

9. Cure and test

HOLD POINT

- ☐ No rain, foot traffic or following trades on the coating before the cure time in section 2; the date and time the roof was released recorded
- TDS
- ☐ Leak test or inspection as the specification requires after cure; the report referenced
- Spec
- CURED — RELEASED (DATE / TIME) / TEST 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

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?

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continued

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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.