

SINGLE-PLY MEMBRANE — FASTENING PATTERN, WELDS AND PEEL TESTS — QUALITY — ONE PER AREA

Mechanically fixed or adhered single-ply · fastener pattern by wind zone, every weld probed, peel tests at the start of each day a... **KD-QA-RO-008 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 TYPE, THICKNESS AND REINFORCEMENT	ATTACHMENT — FIXED / ADHERED / BALLASTED	FASTENER / ADHESIVE PATTERN BY ZONE
WELD TYPE AND WIDTH, WELDER SETTINGS RANGE	SYSTEM DETAILS AT UPSTANDS, OUTLETS AND PENETRATIONS	EARLIER SHEETS (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	HOLD RELEASED BY THE REVIEWER — SIGNATURE	TIME	DATE

5. Substrate and separation

HOLD POINT

Deck, vapour control layer and insulation released on the sheets in section 2; insulation boards tight-butted, dry and fixed or bonded as their data sheet; separation or protection layer where the membrane data sheet requires one between the membrane and the insulation or an existing roof

BS 6229 · TDS

RO-001 / RO-002 RELEASE 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

6. Fastening or bonding

HOLD POINT

- Mechanically fixed — fastener and plate the type the data sheet names, at the spacing in section 2 for each zone, driven to the deck and seated without over-driving; edge fixings at every perimeter, upstand base and change of direction

TDS · Drawing
- Adhered — adhesive the product and coverage the data sheet states on both surfaces where required, open time respected, membrane rolled in with no unbonded areas or air pockets; the pull-off or coverage check recorded

TDS
- Fasteners counted per roll width in each zone against the drawing; a count short of the drawing is not a snag, it is a failed hold

Drawing
- Fastener pull-out tests in the deck at the frequency the specification or the wind-load design states — values recorded, none below the design value; fasteners in the top flange of a metal deck as the data sheet

TDS · Spec

FASTENERS COUNTED PER ROLL WIDTH — FIELD / PERIMETER / CORNER ADHESIVE COVERAGE / PULL-OFF RECORD PULL-OUT TESTS — LOWEST VALUE / DESIGN VALUE

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. Welds — every seam probed

HOLD POINT

- Side and end laps the width in section 2 with the weld the full width the data sheet states; welder temperature and speed set from the day's test weld, not from memory

TDS
- Every seam probed along its full length with a blunt seam probe after cooling; any open, cold or scorched section cut out and patched or re-welded as the data sheet states

TDS · BS 6229
- T-joints and laps over fastener plates chamfered and sealed with the liquid sealant where the data sheet requires

TDS

SEAMS PROBED (M) / DEFECTS FOUND AND REPAIRED

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. Peel tests — each day and each batch

HOLD POINT

- Test weld made at the start of each day, after any change in weather and for each roll batch; the sample peeled after cooling and the failure in the membrane, not in the weld; the sample kept and the result recorded

TDS

PEEL TEST LOG — DATE / BATCH / SETTINGS / 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

9. Details from the system

HOLD POINT

- Upstands, corners, outlets, pipe collars and edge trims made with the system's preformed or specified components; upstand height at least the figure the specification gives above the finished roof; membrane taken over the upstand and fixed at the top as the detail

TDS · BS 6229
- Walkways and protection where the drawing shows them, welded or laid as the data sheet; every detail photographed before it is covered

TDS · Drawing

SMALLEST UPSTAND HEIGHT MEASURED (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

10. Leak test

HOLD POINT

- Electronic integrity test or flood test as the specification states, on the whole area, after the welds are complete and before ballast 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

11. 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

12 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?

13 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)

14 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

15 NOTES FOR THIS AREA

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

16 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.