

SUBSTRATE ACCEPTANCE FOR MEMBRANES — QUALITY INSPECTION CHECKLIST

QUALITY — ONE PER AREA

Grade and type confirmed, concrete cured, moisture and profile within the data sheet, primed BEFORE the first membrane goes... KD-QA-WP-001 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	ELEMENT / AREA (WALL, SLAB, LIFT PIT)	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

GRADE OF PROTECTION AND WATERPROOFING TYPE (BS 8102)	WATERPROOFING SYSTEM SPECIFIED (PRODUCT / THICKNESS)	WATERPROOFING DESIGNER (NAMED ON THE DESI...
SUBSTRATE AND AGE AT APPLICATION	SUBSTRATE MOISTURE LIMIT FROM THE DATA SHEET	PRIMER SPECIFIED AND COVERAGE RATE

3. Design confirmed for this area

HOLD POINT

Grade, type and system in section 2 match the waterproofing design for THIS element; combined systems (Type A with Type C) installed in the order the design states	BS 8102					
Waterproofing design drawings on site show every detail on this element — corners, kickers, construction joints, penetrations, terminations; a missing detail is raised before, not after	BS 8102 - Drawing					
Ground and water conditions on site match the design assumptions (water table, drainage); a difference reported to the designer	BS 8102					
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. Materials on site

HOLD POINT

Membrane, primer, tapes, fillets, protection and drainage products are the products the specification and the waterproofing design name — one system, no mixing of makers' components	Spec · TDS					
Batch numbers recorded; within shelf life; stored as the data sheet states (dry, off the ground, out of sun and frost)	TDS					
Material approval on KD-QA-SYS-005 referenced	Practice					
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

5. Substrate condition

HOLD POINT

- ☐ Concrete cured for the age in section 2 or the data-sheet minimum; moisture measured by the data-sheet method and within the limit in section 2 — the reading recorded TDS
- ☐ Surface profile as the data sheet requires — laitance removed, fins ground off, blow holes and voids filled with the specified mortar, arrises chamfered or filleted to the radius shown TDS
- ☐ Cracks wider than the data-sheet limit and every construction joint treated as the design details before the membrane; honeycombing repaired and cured BS 8102 · TDS
- ☐ Surface clean and dry — no dust, oil, curing compound, release agent or standing water; wall-to-slab junctions square and clean TDS
- ☐ Excavation supported and inspected under CDM reg 22 where the work is done in it; the working space wide enough to lay and inspect the membrane CDM 2015

MOISTURE READING / METHOD / LOCATION

REPAIRS MADE BEFORE PRIMING (DESCRIBE)

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. Conditions — before application, every day

CHECK & RECORD

- ☐ Air and substrate temperature within the data-sheet range for the product; substrate temperature at least 3 °C above dew point where the data sheet requires TDS
- ☐ No rain on the substrate or forecast within the data-sheet cure period; no application onto frost or standing water TDS
- ☐ Readings logged on KD-QA-SYS-006 Practice

DATE / TIME

AIR °C

SUBSTRATE °C

RH %

GO / POSTPONE

RESULT ☐ Pass ☐ Fail ☐ N/A

NCR REF IF FAIL

PHOTO REF(S)

Date/time on photo

SUB SELF-CHECK — INITIALS DATE

7. Priming

HOLD POINT

- ☐ Reviewer accepted the substrate before priming; primer of the product and coverage in section 2 applied over the whole area including details TDS
- ☐ Primer dry to the touch within the data-sheet time and the membrane laid within the open time the data sheet states — the times recorded; a primer left past its open time is re-primed TDS

PRIMER APPLIED (DATE / TIME) / MEMBRANE STARTED (DATE / TIME)

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. Benchmark — the first area

HOLD POINT

The first bay or the first detail of each type installed as a benchmark and accepted by the reviewer and, where the specification requires, the waterproofing designer; recorded on KD-QA-SYS-004

Spec

BENCHMARK AREA / ACCEPTED BY / DATE

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

9 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.

[illegible]

10 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
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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
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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)

11 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

12 NOTES FOR THIS AREA

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

13 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.