

TERRACES AND BALCONIES — MEMBRANE, DRAINAGE, PEDESTALS, THRESHOLDS — QUALITY — ONE PER AREA

Accessible roofs, terraces and balconies - waterproofing tested before the finish, threshold heights and level access, drainage un... KD-QA-RO-012 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	TERRACE / BALCONY REF	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

BUILD-UP — MEMBRANE / INSULATION / DRAINAGE / PEDESTALS / FINISH	THRESHOLD DETAIL AND UPSTAND AT THE DOOR (MM)	DRAINAGE — OUTLETS / THRESHOLD DRAIN
PEDESTAL TYPE, HEIGHT RANGE AND PAD	BALUSTRADE FIXING (THROUGH MEMBRANE / SIDE / UPSTAND)	FINISH — PAVING / DECKING / TILES

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. Waterproofing tested before anything goes on it

HOLD POINT

Membrane complete, every detail photographed and the leak test passed on KD-QA-RO-002, RO-006, RO-008 or RO-010 — the sheet referenced; nothing placed on the membrane until this hold is released

BS 6229 · NHBC 7.1

Upstands at doors, walls and balustrade bases at least the height the specification states above the finished surface — measured to the finish, not the membrane

NHBC 7.1 · Spec

WATERPROOFING SHEET REF / TEST RESULT	SMALLEST UPSTAND TO FINISHED LEVEL (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. Thresholds and level access

HOLD POINT

Threshold detail as section 2 — the drainage channel or slot at the door, the upstand under the sill and the level-access finish where the drawing shows one; the finish laid so water runs away from the door

Drawing · NHBC 7.1

Door sill sealed to the membrane with the detail shown; the finish not built up against the door frame

Drawing

FINISHED SURFACE TO SILL (MM) / UPSTAND AT DOOR (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

6. Drainage and pedestals

HOLD POINT

Outlets and drainage layer as section 2, outlets accessible under a removable unit for cleaning, the drainage path to the outlet not blocked by pedestals or bedding Drawing · BS 6229

Pedestals the type in section 2 on the protection pad the data sheet names, within the height range stated, with the load spread the membrane data sheet requires; no pedestal on a lap or a detail TDS

OUTLETS ACCESSIBLE (LIST) / PHOTOS

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. Balustrade fixings

HOLD POINT

Posts fixed as section 2 — through-membrane fixings with the system's collar or sleeve and sealed as the detail, or side-fixed or on the upstand with the anchors the design names; the fixing sheet on KD-QA-BS-001 referenced and the membrane detail at every post photographed Drawing · TDS

KD-QA-BS-001 REF / POST 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. Finish

CHECK & RECORD

Paving, decking or tiles the product specified, level within the tolerance stated, joints open or filled as the data sheet, lippage within the figure stated; decking boards and fixings the type and the gap the data sheet gives; edges restrained Spec · TDS

Finish cleaned; no cement, adhesive or offcuts left on the membrane under it; outlets checked clear after the finish is laid Practice

On a relevant building, decking, pedestals and paving are the products the fire specification names — no combustible decking where reg 7(2) applies Spec · Building Regulations

WORST LEVEL / LIPPAGE READING (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	

9. 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	

10 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 / DATE	OK?

11 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)

12 PHOTO LOG — WHAT EACH PHOTO REFERENCE SHOWS

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

13 NOTES FOR THIS AREA

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

14 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.