

TYPE C CAVITY DRAINAGE MEMBRANE — MEMBRANE, CHANNELS, SUMPS AND...

QUALITY — ONE PER AREA

Drained cavity waterproofing to walls and floors · structure prepared and drained, membrane fixed with the system's plugs and s...

KD-QA-WP-004 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	BASEMENT AREA / ROOM	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 TYPE C DESIGN REF	MEMBRANE PRODUCTS — WALL / FLOOR / STUD DEPTH	FIXING PLUGS AND SEALS, CENTRES BY LOCATION
DRAINAGE CHANNEL POSITIONS AND FALL TO THE SUMP	SUMP, PUMPS (DUTY / STANDBY), ALARM AND POWER SUPPLY	INSPECTION AND RODDING ACCESS POINTS

3. 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		

4. Structure and drainage path

HOLD POINT

Walls and floor sound, with active leaks and voids treated as the design states before the membrane — the membrane manages water, it does not seal the structure; salts and lime bloom removed where the data sheet requires

BS 8102 · TDS

Wall-floor junction and the floor prepared so water reaching the floor membrane can run to the channel; no high spots that trap water; the fall to the sump as the design

BS 8102 · Drawing

Drainage channel of the type specified at the positions in section 2, with the jetting and inspection ports in section 2 fitted and accessible after the finishes go on

BS 8102 · TDS

ACTIVE LEAKS FOUND / TREATMENT / PHOTOS	ACCESS PORTS FITTED (COUNT) / POSITIONS					
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. 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

6. Membrane fixing and laps

HOLD POINT

- ☐ Wall membrane the product in section 2, studs to the wall, fixed with the sealed plugs at the centres in section 2 and at every edge; the plug seal in every plug TDS
- ☐ Laps the width the data sheet states, sealed with the system's tape or rope; corners, service penetrations and the top edge closed with the components the data sheet names; no ordinary tape or foam TDS · BS 8102
- ☐ Floor membrane loose-laid with laps sealed, taken to the channel and lapped as the detail; wall membrane lapped over the floor membrane or into the channel as the detail TDS · Drawing
- ☐ Every lap, corner and penetration photographed before the lining or screed covers it Practice

PLUG CENTRES MEASURED (MM) / LAP WIDTH (MM)	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

7. Sump and pumps — proved with water

HOLD POINT

- ☐ Sump chamber set as the design with the inlet from the channel at the level drawn; duty and standby pumps the models specified with non-return valves and the discharge to the drain shown BS 8102 · Drawing
- ☐ Pumps run on water — each pump starts at its float level, empties the sump and stops; the standby pump and the high-level alarm tested; battery backup or standby supply tested by disconnecting the mains TDS · BS 8102
- ☐ Discharge point cannot back up into the sump; the alarm sounds where someone will hear it; sump lid sealed gas-tight where KD-QA-GW-012 applies to this floor Drawing · Spec

PUMP TEST — DUTY / STANDBY / ALARM / BACKUP — RESULTS	TESTED BY / WITNESSED BY / DATE

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. Finishes and handover

CHECK & RECORD

- ☐ Linings and screed fixed only through the membrane's plugs or as the data sheet allows; no fixing driven through the membrane elsewhere; the floor screed or board laid as the data sheet TDS
- ☐ Maintenance schedule for the pumps and channels, the as-built drawing of channels and ports and this sheet handed over; the client shown the sump, alarm and the jetting ports BS 8102 - Practice
- HANDOVER FILE REF / MAINTENANCE SCHEDULE REF

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

NO.	WHERE (ELEMENT / POSITION)	DEFECT FOUND	FIXED BY / DATE	RE-CHECKED BY / DATE	OK?

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
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)

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	2026-09-02	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.