



Engineering Hub

Site QA/QC checklists

Sheet membranes

Bituminous, PVC, TPO and EPDM sheets: from surface acceptance to protection before cover.

Systems

[Bituminous membranes](#)
[PVC membranes](#)
[TPO membranes](#)
[EPDM membranes](#)

Inspection record

Project	Location / area	Inspector	Date	Signature
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01.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Substrate sound, clean and even — no sharp projections, honeycombing or laitance ◆ Hold point	Visual check and hammer tapping; repairs recorded	No hollow sound, loose material or sharp edges; repairs cured	
☐ Substrate dry for torch-on or adhered systems	Moisture check by the system's method, e.g. ASTM D4263	Dry by the specified test: no darkening or condensation under the test sheet	
☐ Falls lead water to the drains; outlets at the right level	Water test or level check; ponding marked	No ponding beyond the limit set in the specification	
☐ Fillets at internal corners; external edges rounded	Visual, against the detail drawings	Fillets continuous at every internal corner, sized as drawn	
☐ Pipe sleeves, drains and upstands ready before waterproofing	Walk-round against the drawings; open items listed	All fixed in their final position; no later cutting of the membrane	
☐ Separation fleece where a synthetic sheet meets bitumen, polystyrene or a rough surface	Compatibility per the manufacturer	No direct contact between incompatible materials	

01.2 During application

Check	Method or record	Acceptance	Remarks
☐ Bitumen primer at the specified rate and fully dry before torching ◆ Hold point	Visual and touch-dry check; batch recorded	Even cover with no bare spots; touch-dry before torching	
☐ Corners, drains and penetrations reinforced with extra strips before the field sheets	Visual check of each detail before the field sheets	Every detail strip in place and bonded, as detailed	

☐	Lap widths and sequence per the specification; second-layer laps staggered	Random measurement, recorded	Laps not below the specified width; staggered as specified	
☐	Every seam sealed: a continuous bitumen bead, or hot-air welds after test welds	Probe every seam; peel samples where required	No open seams; peel samples tear in the sheet, not in the seam	
☐	Upstands to the specified height, fixed and sealed at the top ◆ Hold point	Height measured; termination bar and sealant checked	Height not below the specified minimum; top edge fixed and sealed	
☐	Fastener pattern and density per the wind design for mechanically fixed sheets	Checked against the fixing plan	Fastener count and spacing match the plan in field, perimeter and corners	
☐	Hot-work permit, fire watch and extinguishers during torching	Permit and fire-watch log checked daily	Valid permit; extinguisher at hand; area checked after work stops	

01.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Flood test of roofs and planters before the protection layers, where applicable ◆ Hold point	See the flood-test checklist	Passed and signed before any cover	
☐ Any defect patched with a compatible piece, then re-inspected	Defects marked, numbered and re-inspected	Every marked defect closed and signed off	
☐ Protection board or screed before backfill, tiling or other trades ◆ Hold point	Photographed before it is covered	Membrane fully covered and undamaged before other trades start	
☐ Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

02 Liquid membranes

Polyurethane, polyurea and clear PU coating: moisture, primer, thickness and cure.

Systems

Liquid PU

Polyurea

Clear PU

Inspection record				
Project	Location / area	Inspector	Date	Signature

02.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Substrate sound and clean: laitance, curing compounds and oil removed ◆ Hold point	Visual; mechanical preparation recorded	Clean, sound, open surface; no contamination left	
☐ Substrate moisture within the TDS limits ◆ Hold point	Measured and recorded, e.g. ASTM D4263 or a moisture meter	Reading within the TDS limit before priming	
☐ Cracks treated; fillets at corners	Visual, against the crack map and details	Cracks treated as specified; fillets at every internal corner	
☐ Substrate and air temperature, humidity and dew point within the TDS limits	Logged at the start and during the shift	Surface temperature above the dew point by the specified margin	
☐ For clear coatings: tiles sound, not hollow, joints repaired; adhesion test where needed	Tap test of the tiles; an adhesion test patch where needed	No hollow tiles or open joints; the test patch adheres	

02.2 During application

Check	Method or record	Acceptance	Remarks
☐ The primer specified for the substrate, at its rate and within its recoat window ◆ Hold point	Product, batch and time recorded	Correct primer, even cover; next coat within the recoat window	
☐ Reinforcing fabric at drains, upstands, corners and penetrations	Visual check at each detail	Fabric fully embedded; no wrinkles or dry areas	
☐ Wet-film thickness measured on every coat; consumption tracked per area	WFT gauge readings; material used ÷ area	No reading below the specified film; consumption not below the rate	

☐	Number and direction of coats and recoat windows per the system	Coat log per area, with times	All coats in the specified directions, within their recoat windows	
☐	No pinholes, bubbles or thin spots; repaired before the next coat	Visual, in good light	Continuous film; every defect repaired and re-coated	
☐	For polyurea: equipment pressure, temperature and ratio logged; a test spray at the start of the day	Rig log and a test patch checked before work	Settings within the product limits; test patch cures evenly, nothing soft or tacky	

02.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Protected from rain and traffic until cured, per the TDS	Barriers and signs; cure time recorded	No traffic marks or rain damage before cure	
☐ Dry-film thickness where the specification calls for it	Samples or gauge	Not below the specified minimum dry-film thickness	
☐ Adhesion test where specified	Pull-off to ASTM D7234 on concrete	Value not below the specification; failure mode recorded	
☐ Flood test where applicable ◆ Hold point	See the flood-test checklist	Passed and signed before any cover	
☐ UV-resistant top coat wherever the system stays exposed	Visual check of the exposed areas	Every exposed area covered, with no gaps	
☐ Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

Cementitious and crystalline

Cementitious coatings and crystalline treatments: concrete repair, open pores, pre-wetting, coverage and moist curing.

Systems

Cementitious

Crystalline

Inspection record

Project	Location / area	Inspector	Date	Signature
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03.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Sound concrete; honeycombing and tie holes repaired; active leaks stopped ◆ Hold point	Visual; repairs and plugging recorded	No active leak; repairs cured before coating	
☐ Laitance, form oil, paint and curing compounds removed to open the pores	Water jetting or grinding; visual check	Open, absorbent surface: water soaks in, it does not bead	
☐ Moving cracks and joints treated by injection or a joint system before coating	Checked against the crack map and joint layout	No moving crack or joint left under a rigid coat	
☐ Concrete saturated, with no standing water on the surface	Visual and touch check before each coat	Saturated surface-dry: damp and dark, no free water	
☐ Fillets at internal corners where the system calls for them	Visual, against the details	Fillets continuous and sound where specified	

03.2 During application

Check	Method or record	Acceptance	Remarks
☐ Mix ratio, mixing time and pot life per the TDS	Watched at mixing; batch and times recorded	Whole packs, the specified liquid; no re-tempering of a stiffening mix	
☐ Two coats, the second across the first, at the specified consumption ◆ Hold point	Material used ÷ area; thickness check	Consumption not below the specified rate; even, complete cover	
☐ Tape or fabric reinforcement where the flexible system calls for it	Visual check at corners, joints and penetrations	Embedded between coats; no wrinkles or gaps	
☐ Protected from direct sun and hot wind during application	Shading and timing planned; conditions logged	No rapid drying, crazing or dusting	

03.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Moist curing for the specified period, by misting or covering ◆ Hold point	Curing log	Kept damp for the full specified period	
☐ No cracks, debonding or missed areas	Visual check and tapping	Continuous, bonded coat; defects repaired	
☐ Flood, fill or wet-condition observation, by element	A water test suited to the element; observation log	No damp patches or leaks over the observation period	
☐ The specified time before tiling, painting or filling	Dates recorded per area	Following trades start only after the specified time	
☐ Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

04

Geomembrane liners

HDPE liners for lakes, channels and tanks: subgrade, seams, non-destructive testing and cover.

Systems Geomembrane liners

Inspection record				
Project	Location / area	Inspector	Date	Signature

04.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Subgrade compacted and even — no sharp stones, roots or standing water ◆ Hold point	Visual check; signed acceptance	Smooth, firm surface signed off before deployment	
☐ Cushion geotextile below, with the specified overlaps	Visual check; overlaps measured at random	Full cover; overlaps not below the specified width	
☐ Anchor trench to the dimensions on the drawings	Measured against the drawings	Dimensions as drawn; edges rounded	
☐ Panel layout and seam plan approved	The approved layout drawing on site	Panels numbered; seams run down the slope where possible	

04.2 During application

Check	Method or record	Acceptance	Remarks
☐ Trial seams at the start of each shift and whenever conditions change	Peel and shear tests on the trial seams	Trial seams pass before production welding starts	
☐ Double-wedge fusion seams; extrusion welds for details and repairs ◆ Hold point	Welder, machine and settings logged per seam	Continuous seams; no burns, wrinkles or dirt	
☐ Temporary ballast with sandbags; welding only within the allowed conditions	Weather and liner temperature logged per shift	No wind uplift; no welding outside the allowed conditions	
☐ Prefabricated boots welded around pipes and penetrations	Visual check; vacuum box on the welds	Every penetration sealed with a tested boot	

04.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Air-pressure test of double seams; vacuum box on extrusion welds ◆ Hold point	ASTM D5820 · ASTM D5641	Pressure held or no bubbles over the test; failures repaired and re-tested	
☐ Seam samples for laboratory testing where specified	Samples cut, labelled and the holes patched	Laboratory results meet the specification	
☐ Every defect repaired, re-tested and numbered on the as-built plan	Repair log with the test results	Every repair tested and located on the as-built plan	
☐ Upper geotextile and cover or ballast placed without damaging the liner ◆ Hold point	Supervised placement	No equipment directly on the liner; no damage	
☐ Records: as-built panel and seam plan, and the test logs	The project quality file	Complete, signed and filed for handover	

05 Tank linings

Tank linings including drinking-water tanks: approval, confined-space safety, repairs, continuity and cure before filling.

Systems

Tank epoxy

Cementitious

Polyurea

Inspection record				
Project	Location / area	Inspector	Date	Signature

05.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ The product's drinking-water approval and its conditions on file ◆ Hold point	The certificate itself checked	A valid approval covering the product and its conditions of use	
☐ Confined-space permit, gas testing, ventilation and a standby person	Permit, gas readings and the attendance log	Safe readings before entry and throughout the work	
☐ Honeycombing, cracks and tie holes repaired; leaks injected ◆ Hold point	Repairs recorded	No active leak; repairs cured	
☐ A sound, dry, profiled and levelled surface for epoxy systems	Moisture and profile; pull-off where specified	Moisture, profile and strength within the system limits	
☐ Fillets at wall-floor junctions and corners; pipe entries detailed	Visual, against the details	Fillets continuous; every pipe entry sealed as detailed	

05.2 During application

Check	Method or record	Acceptance	Remarks
☐ Surface temperature above the dew point by the specified margin; humidity within limits	Conditions logged	Within the limits for the whole application and cure	
☐ Mix ratio and pot life per the TDS	Watched at mixing; batch and times recorded	Full kits mixed mechanically; nothing used past its pot life	
☐ Number of coats, wet-film thickness per coat and recoat windows ◆ Hold point	Gauge readings per coat	No reading below the specified wet film; each coat within its recoat window	
☐ Continuous ventilation during application and cure	Fans running; gas readings logged	Fresh air kept up until the lining has cured	

05.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Holiday (pinhole) detection where specified ◆ Hold point	ASTM D4787	No holidays; every indication repaired and re-tested	
☐ Dry-film thickness checked	Gauge, samples or consumption, as the specification allows	Not below the specified minimum dry-film thickness	
☐ Full cure for the specified period before filling ◆ Hold point	Cure log	Filled only after the specified cure time at the recorded temperature	
☐ Fill test, then cleaning and disinfection per the authority	Tightness test where specified, e.g. ACI 350.1	Water loss within the test criteria; cleaning and disinfection recorded	
☐ Records: approvals, batches, cure times and test results	The project quality file	Complete, signed and filed for handover	

Crack and joint injection

Polyurethane and epoxy injection: diagnosis, packers, injection sequence and verification.

Systems

Crack injection

Inspection record				
Project	Location / area	Inspector	Date	Signature

06.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Cracks mapped and classified: active or dormant, wet or dry, structural or not ◆ Hold point	A map with widths and moisture; an engineering decision for structural cracks	Every crack located, classified and given an approved treatment	
☐ Resin chosen: PU to stop water, epoxy for structural bonding of dry cracks	Per the specification	Resin type approved for each crack before drilling	
☐ Crack line cleaned	Visual check	Crack mouth visible and free of dust and loose material	

06.2 During application

Check	Method or record	Acceptance	Remarks
☐ Packers drilled at an angle to cross the crack, at the specified spacing; holes flushed	Packer spacing and angle checked; holes flushed	Each hole crosses the crack; spacing as specified	
☐ Crack mouth sealed where needed so the resin stays in	Visual check before injection	Seal continuous and hard before pressure is applied	
☐ Injection from the first or lowest packer to the next, until resin shows at the adjacent one ◆ Hold point	Pressure and quantity logged per packer	Resin travel or refusal reached at each packer, as logged	
☐ Injection pressure within the equipment and product limits	Pressure gauge read and logged	No reading above the product or equipment limit; no new cracking	

06.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Packers removed after cure; holes made good	Visual check	A flush, sealed surface	

☐	Area observed under wet or pressure conditions; re-injected where needed ◆ Hold point	Follow-up log	No water at treated cracks over the observation period	
☐	Cores to verify the filling of structural cracks where specified	Cores at agreed points, examined	Resin fills the crack depth as specified	
☐	Records: crack map and packer log	The project quality file	Complete, signed and filed for handover	

Expansion joints and joint systems

Sealants, tapes and profiles: edges, primer, backer rod, fill and continuity.

Systems

Expansion joints

Inspection record				
Project	Location / area	Inspector	Date	Signature

07.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Joint width and depth measured against the movement design	Measured at intervals and recorded	Width within the range the sealant or profile is designed for	
☐ Sound, clean, dry edges; spalled arrises repaired with repair mortar ◆ Hold point	Visual check	Firm, clean, dry faces along the whole joint	
☐ Old sealant fully removed	Visual check of both faces	No residue on either face	

07.2 During application

Check	Method or record	Acceptance	Remarks
☐ The specified primer on both joint faces, within its open time	Times recorded per run	Both faces primed; sealant placed within the open time	
☐ Backer rod of the right diameter at the specified depth, not punctured ◆ Hold point	Depth measured	Sealant depth as specified; rod intact and continuous	
☐ Full fill with no voids, tooled to the specified width-to-depth ratio	Visual check; a random cut-out where specified	No voids or bubbles; bonded to the two faces only	
☐ Joint tape bonded and continuous at ends and junctions	Visual check at ends, laps and junctions	No lifted edges; laps and junctions sealed as the system specifies	
☐ Profiles and covers fixed and flush in traffic areas	Straightedge and visual check	Flush with the finish; fixings tight	

07.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Protected from traffic until cured	Barriers and signs; cure time recorded	No damage or dirt pick-up before cure	

☐	No edge debonding or voids	Visual; adhesion check per the manufacturer where required	Sealant bonded along both faces	
☐	Water test of roof and podium joints, where applicable ◆ Hold point	Result recorded	No leak below the joint over the test period	
☐	Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

Thermal insulation

Boards, sprayed foam and inverted roofs: material, tight joints, thickness and protection.

Systems

XPS & EPS boards

Spray PU foam

Inverted roof

Inspection record

Project	Location / area	Inspector	Date	Signature
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08.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Material, thickness and density per the approved specification and TDS ◆ Hold point	Delivery notes and labels checked	Type, thickness and density match the approved submittal	
☐ Clean, dry surface; under an inverted roof the waterproofing is complete and tested	The waterproofing stage acceptance checked	Waterproofing accepted and the surface clean before boards are laid	
☐ Boards protected from sun and damage; foam components stored at the specified temperature	Store visit; storage temperatures logged	No damaged boards; foam components within their storage limits	

08.2 During application

Check	Method or record	Acceptance	Remarks
☐ Boards butted tight with staggered joints, no gaps ◆ Hold point	Visual check	No open joints; joints staggered	
☐ Fixed or ballasted per the design; separation fleece over the boards in inverted roofs	Checked against the roof design	No loose boards; fleece continuous with the specified overlaps	
☐ Foam sprayed in passes at the specified pass thickness ◆ Hold point	Thickness probed per area	Total thickness not below the design; even surface, no voids or splits	
☐ Substrate temperature, weather and wind within the product limits	Conditions logged before and during spraying	Within the product limits; work stops when they are exceeded	

08.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
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☐	Protective top coat over the foam within the specified time ◆ Hold point	Coat and date recorded	Foam fully covered within the specified time	
☐	No gaps or thermal bridges at edges and penetrations	Visual check at edges, upstands and penetrations	Continuous insulation; gaps filled as specified	
☐	Boards protected before tiling or screeding	Visual check before the next trade	No crushed or displaced boards	
☐	Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

Concrete repair

Repair mortars: survey, breakout to sound concrete, steel protection, placement and curing.

Systems

Concrete repair

Inspection record

Project	Location / area	Inspector	Date	Signature
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09.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Repair areas marked by tapping and visual survey; carbonation and cover measured where needed ◆ Hold point	BS EN 14630 for carbonation depth	Every repair area marked and recorded on a drawing	
☐ Damaged concrete broken out to sound concrete, and behind corroded bars by the specified clearance	Visual check and tapping; clearance behind the bars measured	Sound concrete on every face; corroded bars exposed all round	
☐ Saw-cut edges, no feather edges	Visual check	Square edges to the specified depth; no feather edges	
☐ Bars cleaned of rust; section loss assessed and bars added where the engineer decides ◆ Hold point	Recorded and photographed	Bars free of loose rust; the engineer's decision recorded where section was lost	

09.2 During application

Check	Method or record	Acceptance	Remarks
☐ Reinforcement primer applied within its specified time	Times recorded per area	Bars fully coated; mortar placed within the specified time	
☐ Substrate pre-wetted or bonding coat applied, per the mortar system	Visual check before placing the mortar	Damp with no free water, or the bonding coat still tacky	
☐ Repair mortar within the allowed layer thickness, compacted with no voids ◆ Hold point	Visual during placement	Layers within the allowed thickness; no voids or sagging	

☐	Protected from sun and hot wind	Shading planned; conditions logged	No rapid drying or plastic cracking	
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09.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ Moist curing or curing compound, per the system	Curing log	Cured for the full specified period	
☐ Tap test for hollow areas	Hammer tapping of every repair	No hollow sound; any hollow repair redone	
☐ Pull-off bond test where specified	EN 1542	Value not below the specification; failure mode recorded	
☐ Protective coating where specified	See the protective coatings checklist	Applied and accepted on its own checklist	
☐ Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

10 Protective and anti-carbonation coatings

Coatings on concrete and steel: preparation, fairing coat, number of coats, thickness and adhesion.

Systems Anti-carbonation Protective coatings

Inspection record				
Project	Location / area	Inspector	Date	Signature

10.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Dirt, oil and weak coatings removed; surface profile per the specification ◆ Hold point	On steel: cleanliness grade to ISO 8501 - 1	Cleanliness and profile as specified, confirmed before priming	
☐ Concrete and crack repairs complete and cured	Repair records checked	Repairs cured for the specified time	
☐ Substrate moisture, temperature and dew point within the TDS limits	Measured and logged at the start and during the shift	Within the TDS limits throughout the application	

10.2 During application

Check	Method or record	Acceptance	Remarks
☐ Fairing coat to close pores and blowholes where the system calls for it	Visual check in raking light	Pores and blowholes closed; an even surface	
☐ Number of coats, wet-film thickness per coat and recoat windows ◆ Hold point	Gauge readings per coat	No reading below the specified wet film; each coat within its recoat window	
☐ Even coverage with no thin or missed areas	Visual check in good light	Even colour and gloss; no thin, missed or sagging areas	

10.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
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☐	Dry-film thickness: by gauge on steel; by samples or consumption on concrete	Readings recorded per area	Not below the specified minimum dry-film thickness	
☐	Adhesion test where specified	ASTM D4541 on steel · ASTM D7234 on concrete	Value not below the specification; failure mode recorded	
☐	Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

Resin flooring and microcement

Epoxy, car-park and microcement floors: slab moisture, mechanical preparation, consumption and cure.

Systems

Epoxy flooring

Car-park coatings

Microcement

Inspection record

Project	Location / area	Inspector	Date	Signature
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11.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Slab moisture within the system limits ◆ Hold point	ASTM F2170 or the method the system specifies	Reading within the system limit before priming	
☐ Mechanical preparation by shot blasting or grinding removes laitance and gives the specified profile ◆ Hold point	Profile (CSP) per ICRI 310.2R	Laitance removed; profile matches the specified CSP	
☐ Slab surface strength where specified	Pull-off to ASTM D7234	Value not below the specification; failure mode recorded	
☐ Cracks treated; the joints to be carried through the floor identified	Marked on the floor plan	Cracks filled; movement joints carried through, not covered	
☐ Slab and air temperature, humidity and dew point logged	Logged at the start and during the shift	Surface temperature above the dew point by the specified margin	

11.2 During application

Check	Method or record	Acceptance	Remarks
☐ Mix ratio, mechanical mixing and pot life	Watched at mixing; batch and times recorded	Full kits mixed mechanically; nothing used past its pot life	
☐ Primer, then the body coat at the specified consumption per area ◆ Hold point	Material used ÷ area	Consumption not below the specified rate in every bay	
☐ Anti-slip aggregate where specified, evenly broadcast	Visual check against the approved sample	Even texture matching the approved sample	

☐	Car parks: line marking to the approved layout and colours	Measured against the approved layout	Bays, arrows and colours as approved; clean, straight edges	
☐	Microcement: base and finish coats as specified, sanding between coats per the system	Coat log per area; a reference sample panel	Finish matches the approved sample panel	

11.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ No traffic until cured enough for foot, then for vehicle traffic	Barriers and signs; cure time recorded	Opened to foot, then vehicle traffic only after the TDS times	
☐ No bubbles, pinholes, sticky patches or colour variation ◆ Hold point	Visual check	Even finish; defects repaired before handover	
☐ Protective sealer on microcement per the system	Coat log; a water-drop test	Even sealer coats; water beads on the surface	
☐ Records: products and batch numbers, weather, checks and photos	The project quality file	Complete, signed and filed for handover	

12

Flood test

Watertightness test of roofs, wet areas and planters before the protection layers: set-up, depth and duration, result.

Systems

Bituminous membranes

Liquid PU

Cementitious

Inverted roof

Protection & drainage

Inspection record

Project	Location / area	Inspector	Date	Signature

12.1 Before: surface acceptance

Check	Method or record	Acceptance	Remarks
☐ Waterproofing complete, cured and its details inspected — before the protection layers ◆ Hold point	Signed stage acceptance	Stage accepted in writing before flooding	
☐ The designer confirms the slab can carry the weight of the test water	Written confirmation on file	Test depth within the confirmed load	
☐ Drains plugged securely without damaging the membrane	Visual check of each plug	Plugs tight; the membrane at the outlet undamaged	
☐ Temporary dams to divide large areas	Visual check	Dams hold water without damaging the membrane	
☐ Access to the soffit below for inspection	Access and lighting arranged	The whole soffit can be inspected	

12.2 During application

Check	Method or record	Acceptance	Remarks
☐ Flooded to the depth and for the period set in the specification ◆ Hold point	ASTM D5957 is the usual guide	Depth and duration as specified	
☐ Water level recorded at the start and the end, allowing for evaporation	Level marks and timed readings logged	No drop beyond what evaporation explains	
☐ Soffit below checked at intervals	Inspection log with times and photos	No drips, damp patches or stains	

12.3 After: testing and handover

Check	Method or record	Acceptance	Remarks
☐ No leaks or damp on the soffit — otherwise locate, repair and re-test ◆ Hold point	Signed result	Pass signed by the inspector and the client's representative	
☐ Water drained and drains reopened without damaging the membrane	Visual check of the outlets	Drains open and running; membrane undamaged	
☐ Protection layer straight after a passed test ◆ Hold point	Photographed before cover	Protection in place before any other trade crosses the area	
☐ Test report: area, depth, duration, result, photos and signatures	The project quality file	Report signed and filed	



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