



Engineering Hub

Site QA/QC checklists

01

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

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	



© 2026 Prime Shield. The drawings, details, system build-ups, tables and checklists of the Engineering Hub are prepared by Prime Shield and carry its watermark. You may view, download and print them for reference only; copying, republishing or removing the watermark needs written permission. Content-use terms

