Waterproofing inspection

Project / contract

Record ID / revision

Site / building / level / grid

Contractor / work package

Inspection date / stage

Inspector / organisation

01 / PREPARE AND INSPECT

Before use: enter project acceptance criteria and document revisions on page 2. Mark P = pass, F = fail, NA = not applicable (give reason), or O = outstanding. Blank does not mean pass.

No.	Inspection / control prompt	P/F/NA/O	Evidence / action ref.
1	Confirm the approved waterproofing design, system and scope, including interfaces.		
2	Check substrate preparation, falls, strength, cleanliness and moisture suitability.		
3	Verify product identity, batch, shelf life and storage conditions.		
4	Record ambient and substrate conditions against manufacturer installation limits.		
5	Check primers, layer build-up, coverage or thickness against approved requirements.		
6	Inspect laps, seams, terminations, upstands and movement joints.		
7	Check outlets, penetrations, corners and transitions to adjacent systems.		
8	Undertake specified integrity testing using the agreed safe method and acceptance criteria.		
9	Record defects, repair details and successful retest evidence.		
10	Inspect protection and obtain release before covering; retain installer and warranty records.		

If a requirement is not met or cannot be verified, record the issue and apply the project escalation process. Do not release a hold point without authorised acceptance.

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.

Waterproofing inspection

Project / record ID

Location / asset / lot

02 / PROJECT REQUIREMENTS AND ACCEPTANCE BASIS

Drawing / specification / standard + revision	Criterion / tolerance / test method	Scope / frequency

Applicable UK jurisdiction / approval route

Required hold point / authorised release role

03 / INSPECTION RESULTS AND TRACEABILITY

Item / location / batch	Required value / criterion	Actual value / test result	Evidence / photo ref.

Outstanding actions / NA reasons / restrictions / attached continuation sheet references

Action owner / due date

Closure evidence / reinspection date

04 / REVIEW AND RELEASE

Status (select): Accepted / Accepted with recorded conditions / Rejected / Pending. Acceptance is limited to the scope and evidence recorded. List any conditions or excluded areas above.

Completed by / role / signature / date

Reviewed by / role / signature / date

Authorised release by / role / date

Release / closure reference

Generic template. Adapt to the project, approved design, specification, manufacturer instructions and current applicable UK standards. Select the correct jurisdiction: England, Wales, Scotland or Northern Ireland. This form is not a compliance certificate, design approval or substitute for competent inspection.