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Inspect detailing at penetrations/terminations checklist - QA

Inspect detailing at penetrations/terminations with an interactive checklist—commentable and export as PDF/Excel—covering primers, collars, sleeves, sealants, and protection for compliant, durable terminations.

Project:	
Date:	
Filled by:	

Pre-Inspection at Penetrations/Terminations	
1	Confirm penetration location, diameter/shape, and material match approved drawings; measure with callipers/tape; accept within ±2 mm; label and photograph the penetration ID and measurement.
2	Verify substrate is sound, clean, and dry; measure surface moisture <5% using a calibrated electronic moisture meter; record readings, meter model, and calibration date; photo of display.
3	Clean and abrade the interface zone at least 100 mm beyond termination line; vacuum and solvent-wipe with approved cleaner; no dust, oil, or laitance; capture before/after photos with a scale.
4	Record ambient and substrate temperatures and relative humidity; ensure substrate is ≥3 °C above dew point per TDS; log thermometer/hygrometer/dew-point meter readings with timestamp and location.

Primers	
5	Confirm primer brand/type is approved and compatible with membrane and substrate; check expiry; record batch/lot, delivery docket, and SDS; photo of labels.
6	Apply primer uniformly by roller/brush; measure wet film thickness 0.15–0.25 mm using a comb gauge at three locations; record values and photo each gauge reading.
7	Allow primer to reach tack-free per manufacturer window; perform finger-drag test (no transfer); document start/finish times and ambient conditions; photo close-up of surface.

Collars and Sleeves	
8	Dry-fit preformed collar/sleeve sized to penetration within ±2 mm; no fishmouths, bridging, or distortion; photo of dry-fit with ruler confirming size.
9	Bond/weld sleeve to surrounding membrane using approved method; roll with 20–30 N hand roller; probe seams—no openings >2 mm; record welder setpoint or adhesive open time; photo of seams.
10	Achieve minimum 75 mm overlap of sleeve onto field membrane; measure with steel rule; ensure full consolidation without voids; photo showing overlap dimension and roller marks.
11	Install stainless clamp band on round penetrations where specified; tighten using calibrated torque wrench to manufacturer torque; record torque value and tool serial; photo of band position.

Sealants and Fillets	
12	Verify sealant compatibility with membrane and substrate; record product name, chemistry, batch/lot, and expiry; attach TDS reference; photo of cartridge labels.
13	Install bond breaker tape where three-sided adhesion could occur; continuous, wrinkle-free placement; photo prior to sealant application.
14	Apply and tool sealant to a smooth concave profile 6–10 mm; confirm adhesion on both sides with gentle pull test; no pinholes or voids; macro photo of bead continuity.
15	Record skin and full-cure times per TDS; protect from water and dust until cured; verify no contamination; photo of protected area and cure log.

Termination Bars and Clamps	
16	Set termination bar straight and level along marked line; fix fasteners at specified centres ±10 mm; verify embedment and edge distance per drawings; photo with tape showing spacing.
17	Seal the top edge of termination bar with compatible sealant; continuous bead without gaps; measure applied length versus run length; photo along full run.

Protection and Verification	
18	Install specified protection (collar guards, cover plates, or protection board); verify thickness 3–6 mm where applicable; fix without damaging membrane; photos before/after installation.
19	Add reinforcement patches at re-entrant corners and stress points; extend at least 75 mm beyond corner; no wrinkles or fishmouths; photo with ruler confirming extents.
20	Conduct localized spray test around penetrations for 10 minutes after full cure; inspect interior for leaks/dampness; document test start/end times; video or photo evidence uploaded.
21	Tag the detail with a QR label linking photos, readings, and approvals; capture final overview photo; obtain inspector sign-off per approved project specifications and authority requirements.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect detailing at penetrations/terminations is the focused quality process that validates how membranes interface with pipes, sleeves, vents, edges, and end conditions. This checklist zeroes in on penetration detailing inspection, termination flashings, and sealant/primer controls that make or break waterproofing performance, while explicitly excluding general membrane works such as field sheet layout and broad substrate preparation. By verifying primers, preformed collars, custom sleeves, mechanical clamps, termination bars, and protective covers, you reduce leak paths, prevent delamination, and safeguard warranties. The scope addresses surface condition, compatibility, bond continuity, curing windows, and evidence capture across roofs, podiums, and walls where membranes end or pass through. Outcomes include documented compliance, repeatable workmanship, and traceable records—batch numbers, torque values, wet film readings, and photo evidence—suitable for internal QA, client verification, and authority inspections per approved project specifications and authority requirements. Start in interactive mode to tick items, add comments, upload photos, and export PDF/Excel with a secure QR code.	1. Preparation: Bring WFT gauge, hygrometer, moisture meter, torque wrench, seam probe, roller, approved primers/sealants, PPE, drawings, and camera. Confirm access is safe and work areas are clean and weather-protected. 2. Start interactive mode: Open the checklist for the specific detail, tick items as inspected, attach photos/videos, and record measurements, batch numbers, and tool IDs directly in the relevant fields. 3. Add comments and actions: Use comments to log nonconformities, assign corrective actions with due dates, and tag responsible parties. Link re-inspection notes to the same detail entry. 4. Export and share: Generate a time-stamped PDF/Excel report including photos, readings, and signatures. Use the embedded QR code to authenticate the version on site or during handover. 5. Sign-off and archive: Capture digital signatures from inspector, contractor, and consultant. Lock the record, store it in the project QA folder, and distribute to stakeholders per approval workflow.