

Pre-Tiling Waterproofing Inspection Checklist

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Ordinary indoor wet areas after membrane installation and before tile/screed concealment or downstream trade handover. Captures surface continuity, detail condition, product-specific readiness evidence and project-defined tests/release.

Excluded: Installing the membrane, assessing substrate readiness, prescribing a flood test, certifying compliance, authorising tiling or approving defects. A test is included only when required by the approved project/system and must use its specified method and acceptance.

Use and project setup

Project field: Project / contractor _____

Project field: Room / zone / cover area _____

Project field: Membrane system _____

Project field: Inspection date _____

Project field: Final application record reference _____

Project field: Approved detail / revision _____

Before inspection: Project compliance pathway and current adopted edition — Identify the project building class, jurisdiction, adopted edition, variations and approved compliance pathway; a published code edition does not establish applicability.

Before inspection: Exact membrane system and current TDS revision — Cure, recoat, over-tile and test windows differ across products and site conditions.

Before inspection: Membrane installation records and room map — Pre-cover inspection must trace each area and junction to actual application and repair evidence.

Before inspection: Project-specific test method and acceptance — A flood test is not universal; record duration and limits only if approved project evidence requires them.

Before inspection: Contractual notice and release role — Installer finish, site verification, independent certification and builder/client release are separate actions.

How to use

1. Use this record only after the membrane application records are available and before tiles/screed hide the membrane.
2. Inspect each room and vulnerable detail; compare against exact approved drawings and current system instructions; record defects, repairs and recheck evidence.
3. Enter cure/overcoating requirements and any water test only from the exact current approved system/project documents. Do not treat dry-to-touch or a marketing claim as permission to cover.
4. Record installer declaration, site verifier findings, any required certifier inspection and contractual release separately, with named roles and references.
5. If any area is damaged, contaminated, incomplete or outside its documented window, keep its status Pending and obtain disposition before concealment.

Important: Blank record for ordinary indoor wet areas. Fill criteria from the approved project details and exact compatible system instructions, after confirming the applicable project compliance basis. Observations, test results and signatures stay blank until the work is checked. Recording installer work or site observations does not grant certification or contractual release authority.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-01 Installation traceability and completed extent

What to observe	Confirm each room/zone proposed for tiling maps to membrane application records, selected product system, batch information and final-coat date where available.
How to check	Reconcile room map, installer log, labels and repair records; mark unrecorded or excluded areas clearly.
Acceptance basis	Every proposed cover area is traceable to the approved system and actual installation record; missing area/product/date evidence is resolved or explicitly dispositioned.
Reference to verify	Approved room schedule, membrane application record, current product submittal and batch evidence.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Room / zone	_____
Membrane / batch	_____
Final coat date	_____
Install record ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-02 Membrane surface and continuity

What to observe	Inspect the exposed membrane for visible damage, pinholes, discontinuities, contamination, debonding or unfinished patches.
How to check	Walk all accessible surfaces under suitable light; map defects and take location-linked photographs; use only project/product-approved inspection method.
Acceptance basis	Surface is complete and free of unresolved visible defects against the project and exact system criteria; visual inspection alone is not represented as proof of watertightness.
Reference to verify	Approved project inspection criteria and current membrane TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Defect / location	_____
Extent / photo	_____
Repair instruction	_____
Recheck result	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-03 Junctions, penetrations and terminations

What to observe	Inspect membrane continuity at wall/floor and wall/wall junctions, movement joints, drains, penetrations, waterstops, thresholds and terminations.
How to check	Check each detail against approved enlarged drawings and selected tape/sealant/membrane sequence; record inaccessible or damaged interfaces.
Acceptance basis	All required interfaces match approved details and current compatible system instructions; any omitted/inaccessible detail is resolved before concealment.
Reference to verify	Approved wet-area details, applicable code pathway and exact accessory/membrane TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Detail / location	_____
System components	_____
Continuity note	_____
Photo / RFI ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-04 System-specific cure and covering readiness

What to observe	Check whether the system-specific cure, environmental and overcoating/tiling conditions required by approved documents have been met.
How to check	Compare final-coat time and recorded site conditions to the exact current local TDS and project specification; record any conditions the source requires.
Acceptance basis	Document that the cited product and governing project conditions are met. Resolve conflicting instructions through project document precedence and written clarification; do not silently select the stricter value. No cure or waiting period is supplied by this form.
Reference to verify	Exact approved membrane TDS revision, application log and project specification.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Final coat time	_____
Site conditions	_____
TDS revision	_____
Reviewer / evidence	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-05 Specified water or other performance test

What to observe	Confirm whether a test is required and, only when specified, record the actual approved test setup, observations and outcome.
How to check	Review contract/specification/system instruction for method, area, isolation, duration, acceptable level/condition and witness; attach test record. If none applies, mark N/A with source/reason.
Acceptance basis	Test requirement and acceptance are traceable to this project/system. No generic flood-test duration, depth, pass rule or permission to test is implied; a missing criterion remains Pending.
Reference to verify	Project specification/ITP and current system instructions; named approved test procedure.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test / N/A basis	_____
Method / criteria ref	_____
Actual observation	_____
Witness / report ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-06 Repairs, reinspection and protection

What to observe	Confirm all recorded defects have an approved repair, reinspection evidence and protection/interface plan for follow-on trades.
How to check	Revisit mapped locations after repair; compare repair materials and sequence to compatible system instructions; record how membrane will be protected from damage.
Acceptance basis	Repair and recheck evidence is closed or remains explicitly open; follow-on work has agreed protection/interface measures before covering.
Reference to verify	Approved repair disposition, current system TDS and project follow-on trade method.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Issue / repair ref	_____
Repair product / date	_____
Recheck / inspector	_____
Protection plan	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

WT-07 Installer, site verifier and formal release record

What to observe	Record installer completion, independent/site verifier observation, any appointed certifier decision and contractual release/witness outcome as separate items.
How to check	Check project ITP/contract for notice, hold, witness and release authority; record actual person/role, scope, date, response and document reference.
Acceptance basis	No party's observation is attributed to another. Tiling/screeding follows the actual project release conditions; blank or pending formal approval is not inferred from an installer signature.
Reference to verify	Contract, project ITP, appointment/authority records, inspection report and any issued certificate/release.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Event / scope	_____
Person / role	_____
Notice / outcome	_____
Release / certificate ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Issues and corrective action

Project: _____ Location / room / element: _____ Inspection date: _____

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Pre-covering status

Project: _____ Location / room / element: _____ Date: _____

Pre-covering / next-trade status

☐ Inspection recorded — project release evidenced

☐ Hold — repair, test or recheck

☐ Formal release pending / refer

A site observation or installer statement does not authorise tiling. Select the first status only when the applicable project release evidence is recorded; it still does not constitute engineering approval or statutory certification.

Handover roles and references

Installer declaration / role / date _____

Site verifier / role / date _____

Certifier only if appointed/required / reference _____

Contract release authority / reference _____

Handover roles (assign only where required by project documents)

- Installer / contractor declaration: name, role, company, areas/dates, exceptions, declaration/signature/date _____
- Site verifier: name/role, scope observed, findings and evidence references _____
- Certifier / building surveyor (if required): assigned scope, record/certificate reference and date _____
- Project release role: role assigned by contract, decision/status/conditions, notice or ITP reference/date _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

ABCB, NCC 2022 Housing Provisions, Part 10.2 Wet area waterproofing

Role: Official topic reference from NCC 2022 Housing Provisions, including the variations shown on that page. Confirm the project building class, compliance pathway, adopted edition and relevant state/territory variations before using any provision. This reference does not set universal acceptance criteria.

Locator: Clauses 10.2.1–10.2.32; especially 10.2.6–10.2.13, 10.2.22–10.2.30

Source URL: <https://ncc.abcb.gov.au/editions/ncc-2022/adopted/housing-provisions/10-health-and-amenity/part-102-wet-area-waterproofing>

ABCB, Waterproofing in houses

Role: Official introduction for Class 1 houses. Its national overview omits state/territory variations and does not establish requirements for other building classes or compliance pathways.

Locator: Scope/target audience and sections on NCC 2022 Volume Two H4, Housing Provisions Part 10.2 and AS 3740 options

Source URL: <https://ncc.abcb.gov.au/ncc-navigator/waterproofing-houses>

ABCB, Editions of the National Construction Code

Role: Official NCC edition index. Use it with the project documents and jurisdictional adoption/transition rules to identify the governing edition. Publication of a code edition does not by itself establish which edition applies to a particular project.

Locator: Edition and amendment listings; then consult the project jurisdiction for adoption and transition provisions

Source URL: <https://ncc.abcb.gov.au/editions-national-construction-code>

ARDEX Australia, WPM 155 Rapid Plus Technical Data Sheet

Role: First-party example of one internal/external under-tile system. Supports prompts to record substrate preparation, selected primer, junction/detail method, application coats, product-specific coverage/film build, curing and pre-cover inspection. Any manufacturer values apply only when this exact product/system is approved and the current local data sheet is verified; none are prefilled as generic acceptance criteria.

Locator: January 2025 issue, pp. 1–3: substrate preparation, primer, detailing, application, curing, flood testing and tiling; manufacturer warns newer revision may exist

Source URL: <https://ardexaustralia.com/pdf/products/datasheets/waterproofing/ARDEX%20WPM%20155%20Rapid%20Plus%20Datasheet.pdf>

Sika Australia, Sika SealTape F Product Data Sheet

Role: First-party accessory example for compatible Sika systems; supports documenting substrate cleanliness/priming, embedding, tape continuity/overlaps and membrane coat interface. Requirements are accessory/system specific and only apply after checking the selected membrane TDS and approval.

Locator: December 2025 version 05.01, pp. 1–2, substrate preparation and application instructions

Source URL: <https://aus.sika.com/dms/getdocument.get/51447514-2e04-49ff-83cc-a4274d6f5191/sika-sealtape-f.pdf>

Construction Quality Association, Guide: How to create an ITP

Role: ITP record design guidance only: identify what is checked, how, against what source, who records it, and what evidence follows. It supplies no waterproofing technical acceptance criteria.

Locator: Whole article; ITP requirement/inspection/evidence structure

Source URL: <https://www.cqa.org.au/post/guide-how-to-create-an-inspection-and-test-plan-itp>