

Waterproofing Repair and Recheck Record

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

Scope

Included: Internal wet-area waterproofing repair and recheck records where the project has defined a repair disposition and retained system compatibility. Tracks defect location, source evidence, approved instruction, repair materials and actual application, cure evidence as instructed, independent recheck and closure.

Excluded: Diagnosing structural movement or the cause of water ingress, designing a repair, approving substitutions, specifying product compatibility or cure values, certifying waterproofing, or authorizing concealment. Roofs, facades, tanks, below-ground work, pools and other specialist systems need a separate project-specific record.

Use and project setup

Project field: Project / contractor _____

Project field: Building / room / zone _____

Project field: Issue / NCR / defect reference _____

Project field: Membrane system / batch / application record _____

Project field: Approved repair instruction / revision _____

Project field: Recheck / release reference _____

Before inspection: Original defect and affected work extent — Map the actual room, detail, product/batch, installation history and source record; do not infer cause from appearance alone.

Before inspection: Authorized written repair disposition — The responsible designer/project authority states approved repair materials, method, extent, acceptance and any required review.

Before inspection: Compatible current system documents — Exact membrane/accessory manufacturer instructions and approved project submittal control compatibility, preparation and any cure/recoat requirements.

Before inspection: Recheck and test requirement — Specify what must be reinspected, who performs it and whether any separately authorized project test/retest is needed; no universal test is assumed.

Before inspection: Closure and release authority — Identify installer, verifier, certifier only if appointed, contractual release role and actual notice obligations.

How to use

1. Create one traceable entry per defect or linked repair location. Map room/zone, drawing/photo, affected detail and original inspection or test record.
2. Hold the affected work until an authorized written disposition identifies the repair scope, compatible system and required evidence. Do not substitute products or create cure values on this form.
3. Record actual surface preparation, product/batch, person, date/time, conditions, application evidence and any system-defined cure/recoat records against the instruction.
4. Reinspect the same mapped area after the instruction's stated conditions are met; record findings, photos, result and any new issue. A test/retest is entered only if separately specified and authorized.
5. Keep installer completion, independent verifier findings and formal project/certifier release attributed to the person and authority that actually acted.

Important: Blank record. A project-authorized person supplies the repair disposition and acceptance criteria, checked against the exact compatible system and current local instructions. Actual repair, cure evidence, recheck result, dates and signatures remain blank until performed. Installer self-check, independent inspection and formal release are separate records.

Inspection record

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

WPR-01 Defect identity and location

What to observe	Register the original issue, affected waterproofing system and precisely mapped area/detail.
How to check	Link the source inspection/test/NCR record; map room, surface, junction or penetration on approved drawing/photo; record product and batch only where evidenced.
Acceptance basis	Issue extent and history are traceable; the record does not assign cause or expand repair limits without authorized review.
Reference to verify	Original ITP/checklist/test/NCR, approved area detail and product/batch records.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Issue / NCR ID	_____
Room / surface / detail	_____
Observed extent / map ref	_____
Product / batch / application ref	_____
Original finding / photo 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: _____

WPR-02 Authorized repair disposition

What to observe	Confirm the responsible authority has issued a written repair instruction for the identified defect and scope.
How to check	Record issuer, role, date, instruction revision, preparation/method, accepted materials, extent, criteria and required inspection/test/notice points; refer missing elements.
Acceptance basis	Repair starts only to a current authorized disposition that controls the identified location, method, compatible materials and closure evidence.
Reference to verify	Approved repair instruction/design disposition, project specification/ITP and approved product submittal.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Disposition / revision	_____
Author / role / date	_____
Approved repair scope	_____
Approved repair products	_____
Acceptance / recheck criteria	_____
Required notice / witness 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: _____

WPR-03 System compatibility and preparation

What to observe	Record confirmation that repair materials and surface preparation follow the approved compatible system and exact current instructions.
How to check	Compare selected products, primers/accessories and substrate condition with current manufacturer documentation and project submittal; identify revision, area and any written exception approval.
Acceptance basis	Compatibility and preparation are supported by the exact approved source and disposition; no generic compatibility or preparation value is supplied.
Reference to verify	Current local TDS/instructions for the actual membrane, primer and accessories; approved repair disposition.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Membrane system / revision	_____
Repair material / batch	_____
Preparation / method ref	_____
TDS / revision / clause	_____
Exception / approval 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: _____

WPR-04 Actual repair application and traceability

What to observe	Document the repair as actually performed and link it to each mapped affected location.
How to check	Record applicator, date/time, location, batch/expiry where stated, method, observed conditions, layers/accessories and contemporaneous photo or log refs per the approved instruction.
Acceptance basis	Actual work and materials are traceable to the authorized disposition; blank record fields are not evidence of completed work.
Reference to verify	Approved repair disposition, product labels/batch records, current TDS and dated site evidence.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Repair location / detail	_____
Actual method / layer	_____
Product / batch / expiry	_____
Actual conditions / measurement	_____
Installer / role / date/time	_____
Photo / application log 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: _____

WPR-05 Cure / recoat / protection conditions

What to observe	Record any system-specific cure, recoat, protection or covering condition required for the repair before reinspection or follow-on work.
How to check	Use the exact current local system instructions and authorized project direction; enter actual timing and required conditions with units and evidence only where specified.
Acceptance basis	Readiness follows the controlling current system and project documents; this record supplies no cure time, environmental limit or permission to cover.
Reference to verify	Exact approved system TDS revision, actual repair log and project disposition.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Repair completion date/time	_____
Actual condition / units	_____
Source-defined condition / reference	_____
Protection / access note	_____
Reviewer / role / date	_____
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: _____

WPR-06 Reinspection and specified retest

What to observe	Recheck the same mapped repair and record actual observation, test/retest evidence only when specifically required, and unresolved defects.
How to check	Use project-defined visual/instrument method and acceptance; map photos to original defect; conduct no flood/performance test without explicit approved requirement, feasible setup and responsible-party method.
Acceptance basis	Repair status is compared with the authorized disposition. A test occurs only if explicitly required and separately authorized; no generic test or automatic Pass is implied.
Reference to verify	Repair disposition, current product instructions and project reinspection/test procedure if specified.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Rechecked location	_____
Recheck method / criteria ref	_____
Actual observation / measurement	_____
Specified test / N/A basis	_____
Actual result / Pending / Failed	_____
Photo / report ref	_____
Inspector / role / date	_____
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: _____

WPR-07 Issue closure and formal release

What to observe	Record installer completion, verifier decision, unresolved NCRs and any project or certifier release separately.
How to check	Trace each decision to actual person, role, date, scope and document; confirm the next work/concealment status against contract and ITP.
Acceptance basis	Issue is closed only by the designated authority under documented project rules; repair completion or a visual observation does not itself certify compliance or release the area.
Reference to verify	Project ITP/contract, appointment/authority documents, repair/recheck report and written release.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Installer statement / role / date	_____
Verifier finding / role / date	_____
Open issue / disposition ref	_____
Formal decision / authority / date	_____
Certificate / release / dossier 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.

Repair / recheck status

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

Repair closure status

☐ Repair rechecked — formal release evidenced

☐ Hold — further repair or recheck required

☐ Disposition / verifier / release pending

Mark complete only when the authorized instruction, actual repair evidence, any required recheck and separate release decision are linked. Installer completion alone does not certify or release the area.

Handover roles and references

Repair installer / role / date _____

Independent/site verifier / role / date _____

Certifier only if appointed/required / reference _____

Contract release authority / decision reference _____

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>