

Wet Area Waterproofing Inspection Checklist

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

Scope

Included: Ordinary indoor bathrooms, showers, laundries and similar internal wet areas using a project-approved under-tile waterproofing system. Records the selected system and actual installed layers/details by room or zone.

Excluded: External membranes, roofs, facades, below-ground tanking, pools, tanks, podiums/terraces, plumbing testing and design/certification. This is not a substitute for product instructions, approved shop drawings, ITP, inspection by an appointed certifier or project release.

Use and project setup

Project field: Project / contractor _____

Project field: Room / zone / surface _____

Project field: Membrane / primer / accessory system _____

Project field: Installation date or period _____

Project field: Approved drawing / revision _____

Project field: Application record reference _____

Before inspection: Project jurisdiction and adopted code — State/territory adoption and variations differ; the NCC Housing Provisions pathway is limited by class and project context.

Before inspection: Building class and room use — Confirm whether domestic Housing Provisions, another NCC pathway or project-specific performance design applies.

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

Before inspection: Approved product system and current local instructions — Primer, accessories, substrate compatibility, application and cure conditions vary by system; attach exact product names/revisions.

Before inspection: Room/zone schedule and wet-area extent — Locate observations and separate conditions, rework and evidence by room/zone.

Before inspection: Required inspections, tests and release responsibilities — Enter only project-assigned checks, notice points and release authority; do not treat installer verification as certification.

How to use

1. Complete project and room identification; record approved drawings, revisions, chosen compliance pathway and exact product system.
2. Use this main record during installation. Enter what was applied and observed at each listed room/zone and junction; attach product labels, batch records and dated photos where required.
3. Write acceptance from approved project documents or the selected system's current instructions. If required documents are missing, mark Pending and raise a request; do not replace a missing value with a generic rule.
4. Use the substrate-readiness record before primer/membrane and the pre-tiling record after installation/cure, immediately before concealment or handover.
5. Installer records work performed. A separately appointed site verifier records observations. The project's named certifier/design reviewer/release authority makes any formal compliance or contractual decision.

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: _____

WW-01 Project and room basis

What to observe	Confirm the room/zone, wet-area extent, approved compliance pathway, drawing revisions and current system documents are identified.
How to check	Compare room schedule and document register with the work location; record exact identifiers and unresolved gaps.
Acceptance basis	Room, scope and applicable criteria are traceable to current approved documents; conflicts and missing criteria are logged before work proceeds.
Reference to verify	Approved wet-area schedule, drawings, specification, NCC pathway/design and project ITP (enter exact revision).
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Room / zone	_____
Drawing revision	_____
Pathway / jurisdiction	_____
Open RFI	_____
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: _____

WW-02 Installed materials and batch traceability

What to observe	Confirm each membrane, primer, tape/reinforcement and sealant observed belongs to the approved compatible system and is identifiable.
How to check	Compare packaging/product identifiers, batch/expiry where stated and delivery/submittal records with approved schedule; photograph labels if required.
Acceptance basis	Materials match the approved submittal and applicable current local manufacturer instructions; substitutions and damaged/unclear materials are dispositioned.
Reference to verify	Approved product submittal, labels, batch records and current manufacturer TDS/SDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Product / component	_____
Batch / expiry	_____
Submittal ref	_____
Label photo	_____
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: _____

WW-03 Primer and prepared-area coverage

What to observe	Record primer selected and observe that the prepared work area received the specified primer where required before membrane installation.
How to check	Walk the room/zone; compare observed substrate type, primer and sequence with the selected system instructions; note unprimed, contaminated or disturbed areas.
Acceptance basis	Primer choice and coverage/sequence satisfy the approved system and project documents; undocumented compatibility remains unresolved.
Reference to verify	Approved system submittal and current primer/membrane TDS; substrate readiness record.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Substrate / area	_____
Primer / batch	_____
Application date	_____
Coverage photo	_____
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: _____

WW-04 Junctions, movement joints and penetrations

What to observe	Record treatment of wall/floor and wall/wall junctions, changes of plane/material, movement joints, drains, pipe penetrations and niches present in this room.
How to check	Inspect each detail before concealment; note the selected accessory/detail and continuity, adhesion and visible damage. Photograph locations against room plan.
Acceptance basis	Details are continuous and follow approved drawings and selected product-system instructions; unresolved or damaged details are repaired and rechecked before covering.
Reference to verify	Approved detail drawings, applicable NCC/project clauses and exact accessory/membrane TDS.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Detail / location	_____
Accessory / method	_____
Continuity / defect	_____
Photo / repair 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: _____

WW-05 Drain and waterstop interfaces

What to observe	Check the membrane connection to the floor waste/drainage flange and applicable waterstop/threshold interface against the approved detail.
How to check	Inspect before tiling; record flange/interface type, termination and any accessible connection evidence; compare with project details and system guidance.
Acceptance basis	Connection and termination match the approved detail and selected system; missing flange detail, inaccessible work or incompatible interface is referred before concealment.
Reference to verify	Approved drainage, threshold and waterstop details; applicable NCC pathway and manufacturer instructions.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Drain / threshold ID	_____
Flange / waterstop	_____
Termination note	_____
Detail / 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: _____

WW-06 Membrane application by coat / zone

What to observe	Record the coat/area sequence, materials, applicator and dates from direct observation or an identified installer record. Keep those evidence sources distinct. Include film-build, coverage or interval readings only where required by the approved project/system.
How to check	Locate each coat on a room sketch or annotated photograph. Enter any required readings with units and method; distinguish direct observations from an attributed installer log, naming its author and reference. Compare the record with the approved system instructions and specification.
Acceptance basis	Application sequence and documented criteria match the project-approved system. Any numeric film build, coat count, coverage or interval comes from the exact current system document and project requirement, not this blank template.
Reference to verify	Approved product submittal, current membrane TDS and project specification/detail.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Room / coat / date	_____
Recorded reading / unit	_____
Method / TDS reference	_____
Installer log / author	_____
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: _____

WW-07 Installer completion statement and work records

What to observe	Collect the installer's scoped completion statement and linked records, including product/batch information, areas completed, exceptions and repairs.
How to check	Review the signed installer record and compare listed rooms/areas and exceptions with the work schedule; keep installer statement distinct from independent inspection or statutory certificate.
Acceptance basis	Records identify actual work and open items and are submitted to the designated project recipient; they do not imply independent certification or client acceptance.
Reference to verify	Project quality plan, subcontract requirements, product-system documentation and project handover register.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Installer / role	_____
Areas / dates	_____
Exception / repair ref	_____
Submission 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: _____

WW-08 Installer / verifier / formal release separation

What to observe	Record the actual installer self-check, any site verifier observation, and any separately required certification or formal release as distinct events.
How to check	Enter person, role, date, scope, evidence and decision reference only when performed; use Pending when external sign-off has not occurred.
Acceptance basis	Each entry is attributed to the actual role and authority. A visual observation or installer declaration is not presented as engineering approval, statutory certification or contractual release.
Reference to verify	Project ITP, contract, approved compliance pathway and named appointment/authority documents.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Event / scope	_____
Person / role	_____
Date / 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.

Installation record status

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

Installation handover status

- ☐ Work recorded complete
- ☐ Incomplete — action and recheck
- ☐ Refer — system or criteria clarification

Installer records the work performed; a site verifier records only assigned observations. This status does not certify compliance, approve engineering or release the area for covering. Record any separate contractual/certifier decision and reference independently.

Handover roles and references

Installer name / role / date _____

Site verifier name / role / date _____

Receiving party / role _____

Formal decision 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>