



Specialists in Roofing
and Waterproofing

Site Inspection and Reporting Guidelines

This Policy document is designed to assist and give guidance to role of Radmat Site Quality Technician (SQT).

Visiting Site

- Prior to any visiting site the subcontractor should always be advised of your attendance in advance. This helps ensure any that the Approved Contractor has a site manager on to understand any actions raised.
- Your next site visit should be arranged when on site with the Approved Contractor, placed in your online diary and noted on the site inspection report within the comment box.
- Always contact the Main contractor on each site visit, notifying them of your presence and giving them the opportunity to discuss any questions they may have. Ideally this will be done with the roofing package manager. Confirmation of who was contacted must always be recorded in the comment box within the site report.
- Ensure you have your project specific folder with all previous reports, a copy of the specification, SQT method statement, Radmat risk assessment and any relevant drawing required.
- Radmat self-assessed risk assessment forms must be carried. If you have any concerns with regards for your own safety, stop work and consult your line manager for further guidance.
- Ensure you have all necessary PPE required and the relevant equipment to carry out the site inspection prior to visiting site. Should you have any concerns or issues they should inform their line manager immediately
- Observe the storage of materials, and advise corrections where required.
- If inspecting a project with a concrete substrate a moisture reading is to be undertaken and confirmation of the pour date recorded in the report.
- If peel tests have been carried out whilst you were not in attendance evidence of these having taken place must be sought. This may consist of visual evidence i.e. seeing the test patch, or the subcontractor providing evidence of their own QA sheet for the relevant areas.
- Check that the installer and subcontract management, are installing in accordance with the Radmat specification.
- Check that the installer has adequate training, and good knowledge of the product and standard details. If in doubt raise with the Subcontract management. If you have any major concerns instruct the subcontract management that work must stop with immediate effect until such time as Radmat have adequate confidence in the installers ability to proceed, which may involve additional training. If unsure contact you line manager for guidance.
- For PermaQuik inspection the SQT must carry out depth checks at the ratio of 1 per 100m2 minimum, this should always be photographed and shown in the report. Include a focus on visible low spots, perimeters, penetrations and outlets.
- Always ask for any EIT reports related to work carried out since your last visit. Any EIT test reports must be e-mailed to your and warranties@radmat.com. This must also be recorded within your report.
- If repairs were required after the EIT test ask to be shown evidence of the repair, either visual or photographic.

Reporting of Site Inspection

- Site Inspection Reports should be created, completed and issued within 48 hrs of the site inspection, if this is not possible you line manager must be notified.
- Any advice or instruction provided by you whilst on site must be recorded within the report and the names of those present at the time and their companies included.
- A separate report must be produced for each waterproofing types on site, i.e. one for PermaQuik and one for ParaFlex should this be the scenario.
- When creating a report the location of the image should be noted in the section titled 'Image Name' i.e. Block A, level 4, West side elevation.
- When writing the description of the image, DO NOT refer to other images, i.e. please see images 6 & 7. Comment on each image individually, even if the comment is the same, by using copy and paste.
- If action is required for an image, a clear procedure must be provided for clarity. Please see example below.

If work is required due to the actions of a third party i.e. the M&E contractor, ensure this is noted on the report.

- Include images of good workmanship and detailing, i.e. Pitch pocket installed to a good standard in accordance with Radmat Standard Details. This instils confidence in the Approved Contractor, Installer and Main Contractor.
- In Action, if no action is required, state 'No action required, work installed to an acceptable standard' as opposed to leaving the default comment (None).
- When following up on a previous report's comments, ensure you take a photo of the same image, from the same angle, showing the action has been addressed and closed out if this is the case. If the action has not been addressed show the new image without the amendments and state that this is still to be addressed. This must be repeated until such time as the item is closed out, if need be giving a date Radmat require closure.



Image Name: Main Roof

Image Description: the photograph shows a Lytag substrate that is not an acceptable substrate for PermaQuik

Image Actions:

1. Clear the substrate using a pressure washer and remove all water and residual contaminates using a wet-vac to prevent re-contamination.
2. Prime the area with Esha primer using a fleece roller and allowed to dry.
3. Flood coat the whole roof area with EshaPur 95/25 bitumen, heating it in a 50-gallon pot and pouring it over the substrate with a V-lipped bucket to create a flat even surface acceptable for installation of PermaQuik. Ensure all relevant Health & Safety is in place to carryout the works.

Acknowledgement of Guidelines

I confirm I have read and understood the SQT's Site Inspection & Reporting Guideline's and understood their requirements for the role of Site Quality Technician.

Print Name:

Signature:

Date: