



ROOFING & SOLAR INSPECTION CHECKLIST

Visual capture, condition assessment and completion record

Inspection details

CLIENT / PROJECT

JOB / REFERENCE NO.

PROPERTY / SITE ADDRESS

INSPECTION DATE & TIME

INSPECTED BY

WEATHER / SITE CONDITIONS

INSPECTION SCOPE

Complete a systematic visual inspection and photographic record of all accessible roof surfaces, roof-mounted items, penetrations, drainage components, connections and visible exterior wall conditions. Record all observed damage, deterioration and areas requiring further assessment.

Before starting

- ☐ Confirm the site address, inspection scope and client instructions.
- ☐ Complete the required flight planning, airspace and weather checks for drone operations.
- ☐ Identify hazards, access restrictions and exclusion zones before capture.
- ☐ Confirm the roof and surrounding areas can be inspected without creating additional risk.

IMPORTANT

This checklist records visible conditions at the time of inspection. It is not a structural, electrical or engineering certification. Areas that are concealed, inaccessible or outside the agreed scope must be noted in the completion summary.

1. Photographic capture

Tick each item once the required images have been captured. Include wide context images and close-ups of visible damage where relevant.

CAPTURE ITEM	IMAGE REQUIREMENT	DONE	PHOTO NOS.
Overview of elevations	From the centre ridge, capture two images in an anti-clockwise direction at four points, using a compass-style sequence.	☐	
Roof-mounted items	Capture all roof-mounted items, including hot-water systems, solar arrays, whirlybirds, antennas and satellite dishes. Include close-ups of visible damage.	☐	
Roof penetrations	Capture penetrations, vents and chimneys, including the visible condition of deck-tites, flashings and seals.	☐	
Top-down coverage	Capture a consistent grid of top-down images across every roof surface, with sufficient overlap for complete coverage.	☐	
Separate roof connections	Capture all separate roof sections and connections, including upper and lower roofs, patios, awnings and additions.	☐	
Underside connections	Where visible, capture the underside of patio-to-house and similar connections to document fixing points.	☐	
Gables, cladding & flashings	Capture gables, cladding, flashings and junctions, including any visible separation, corrosion or deterioration.	☐	
Gutters & cappings	Capture box gutters, eaves gutters, valleys, downpipe entries and parapet cappings.	☐	
Roof damage	Capture visible hail damage, impact marks, foot traffic, corrosion, holes, cracked tiles, lifting sheets or other defects.	☐	
Gutter damage	Capture dents, corrosion, joint failure, deformation, blockages, debris and other visible gutter defects.	☐	
Fixings & seals	Capture screws, nails and other fixings, particularly where seals appear deteriorated or internal water damage has been reported.	☐	

Capture notes / inaccessible areas

2. Roof features condition

Select one condition for every item. Use the notes column to identify location, defect type and corresponding photo number.

FEATURE	GOOD	DAMAGED	N/A	NOTES / PHOTO NO.
Fascia	☐	☐	☐	
Soffits	☐	☐	☐	
Flashings	☐	☐	☐	
Gutters / drainage	☐	☐	☐	
Skylights	☐	☐	☐	
Chimneys / vents	☐	☐	☐	
Fall-arrest anchors	☐	☐	☐	
Control-zone access	☐	☐	☐	
Drains / outlets	☐	☐	☐	
Other roof feature	☐	☐	☐	

Additional roof feature details

3. Exterior wall surfaces

Record whether each condition is present. Add the affected elevation/location and corresponding photo number.

OBSERVATION	NO	YES	N/A	LOCATION / NOTES / PHOTO NO.
Deformed finish	☐	☐	☐	
Surface deterioration	☐	☐	☐	
Staining / water marks	☐	☐	☐	
Other visible defect	☐	☐	☐	

4. Photo register

Use this register for priority defects, limitations or images that require clear cross-reference in the report.

PHOTO NO.	AREA / ELEVATION	OBSERVATION	PRIORITY

Summarise the inspection outcome, highlighting areas of concern, visible degradation, access limitations and any need for specialist assessment.

INSPECTOR DECLARATION
I confirm that this checklist reflects the visible conditions observed within the agreed scope at the time of inspection.

INSPECTOR FULL NAME	SIGNATURE	DATE