

[LOGO]	Contractor: [COMPANY NAME]	Reference: COMPANY STANDARD PROCEDURES
Document Title: CONCRETE INSPECTION PROCEDURE		Document no: [CSP - 00]
		Revision: 00

CONCRETE INSPECTION PROCEDURE

**TEMPLATES ASSOCIATED WITH
THIS PROCEDURE IS EXCLUDED
AS IT FORMS PART OF THE
QUALITY CONTROL PACKAGE**

REVISION RECORD

These procedures are issued under the authority of the Managing Director and apply when carrying out these activities described. Revisions may be issued from time to time, as necessary, under the authority of the Quality Control department. Revisions will be recorded on the revision schedule, which will be issued with the revised pages.

Rev.	Date	Description	Prepared by	Checked	Approved
00	22-May-13	Initial Issue	XXXX	XXX	XXX

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1. SCOPE

This procedure describes the steps to be followed for carrying out Quality Control inspections for all concreting operations on Building, Civil and Road Construction sites.

2. GENERAL

2.1 Procedure Responsibility

The preparation, review and approval of this procedure are the responsibility of:

Preparation - QA/QC Manager
Review - HSEQ Manager
Approval - Operations Director

2.2 Work and Implementation Responsibility

The designated Site Engineer and Foreman are responsible for the work and initial inspections. The site QA/QC Representative is responsible for the implementation of this procedure.

3. WORK INSPECTION PROCEDURE

This procedure is to be used in conjunction with the relevant Specifications and Working Drawings.

3.1 Pre-Concrete Inspection

The Site Engineer or Foreman will initiate the pre-concrete inspection (Template 1/2) and place the report in a suitable protective cover, adjacent to the element being prepared for concreting, where possible.

The work undergoing inspection according to this procedure must be identified in the heading of the report as to its position in the works. This must be carefully and accurately completed to ensure traceability.

The drawings and specifications used in conjunction with this procedure must be fully referenced on the reports.

The Site Engineer or Foreman will sign, where applicable, the items on the report, after having verified with the help of any qualified specialist, when needed, (Electrician, Surveyor, etc.) that the works are acceptable for the concrete pour to proceed.

The Site Engineer or Foreman shall record the acceptance by initialling the report.

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Where an item is not applicable, the Site Engineer or Foreman must enter "N/A" in the relevant blocks. No block is to remain empty.

The Site Engineer or Foreman shall then inform the QA/QC Representative that the work is ready for inspection.

The QA/QC Representative shall inspect the work and document, by signing each applicable item that it is in compliance with the Specification(s) and Working Drawings. Verification methods will be by visual inspection, dimensional checks and record review, as applicable.

Should the QA/QC Representative find a deficiency, he shall not sign the relevant item until the deficiency is corrected or a dispensation has been reached. The QA/QC Representative shall inform the Site Engineer verbally, of any existing discrepancies.

The QA/QC Representative shall note the deficiency on the remark section of the report and note the disposition of the deficiency. This information should be accurately reported since this will enable, when the final QA Document review is performed, to analyse this information for use in the Corrective Action System.

The sub-headings listed under each item on the pre-concrete inspection form are a guide for verifying. The control data for the inspections shall be those contained in Specification and Working Drawings.

When the Company's QA/QC Representative has signed the pre-concreting inspection form and when required by the Client and/or Subcontractor, the Site Engineer or Foreman may then order the concrete.

3.2 Concrete In-Process Inspection (Placement)

The Site Engineer or Foreman shall initiate the in-process concrete inspection at the start of concrete placement.

The drawings and specifications used in conjunction with this procedure must be fully referenced on the report.

The Site Engineer or Foreman shall, where possible, be present at the start of each placement and shall during the placement:

- Record the methods of placing, finishing and curing (e.g. crane and bucket, steel trowel, curing compound, etc.).
- Verify that concrete fall is controlled in order to avoid excessive segregation and that suitable means like elephant trunk, tremie chute or any other adequate devices are used where required.
- Verify that proper concrete compaction is accomplished.
- Verify that concrete will not be allowed to stay in the truck for more than the allowed time as specified in the Contract Specification. Should this requirement not

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be met, the concrete concerned shall be rejected and the rejection documented on the report.

- Verify that slump tests are carried out at the place where concrete is discharged, particularly on the first batch of the day (for each mix) excluding the mortar mix, and then every 50 m³ approximately, or as otherwise specified in the Contract Specification, by taking one single sample from the truck prior to placing and record the measured value on the Concrete Delivery Note related to the truck from which the sample is taken.

Record details relating to mix, quantities start and end times for production and delays, rejection and explanations for delays or mix alterations.

- When ambient temperature is above 32°C, the temperature of the concrete shall be taken every 50 m³ and concrete with a temperature exceeding 32°C, unless otherwise specified, shall be rejected.
- Carry out, at random during the placements, checks as listed on the report to ensure good Control Inspection from the Batch Plant through to completion of the concreting.
- Carry out, at random, any other checks that he might consider necessary and record this on the report.
- Verify, from time to time, that the concrete Delivery Notes at the point of discharge are collected or verified by the person responsible.
- Verify that the Contract Specification requirements pertaining to the production and placing of concrete are being met.
- Ensure that at the completion of the placement proper finishes, where required, are applied and curing methods adhered to. Particular attention should be placed on clean up of concrete on adjacent reinforcing.

3.3 Concrete Testing at point of placement

Laboratory Technicians shall take concrete samples for slump tests and test cubes at the point of placement from the concrete truck. Test cubes are made at the concrete testing laboratory under supervision of the Site Engineer.

A total of six (6) test cubes shall be made for every 50 m³ of each mix or 1 set of 6 for each mix placed if it is less than 50 m³, or as otherwise stated in the Contract Specification.

The test results shall be recorded by the Laboratory Technician and reviewed by the Site Engineer. The records shall be forwarded to the Client's Engineer for review and copies will be filed in the QA Data Dossier for that section.

3.4 Post Concrete Inspection

The Site Engineer or Foreman shall carry out the post concrete inspections.

The work undergoing inspection according to this procedure has already been identified as to its position in the work.

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The Site Engineer or Foreman at the start of the curing period of the concreted member shall:

- Record shutter stripping times and check for compliance with the specification
- Record the curing method
- Record the date and time of commencement of curing
- Inspect daily, at random, the curing process/es, record any non-compliance (e.g. surface not kept wet, membrane surface damaged) and corrective actions taken and indicate, for each day, compliance of the curing process with the relevant specification.

NOTE: There is no need for special curing to take place if shutters are not stripped off.

3.5 Check for defects after stripping of shutters

The Site Engineer or Foreman shall inspect the concrete surface immediately after stripping of the shutters and prior to any remedial work, to identify possible deficiencies, defects, or deviations and they shall be treated and documented as follows:

- Tie holes shall be caulked up as soon as practical after formwork removal and need not be documented.
- Minor surface defects such as ridges, surface honeycombing and voids shall not be documented on an Action Request form, but repairs of surface honeycombing and voids require Client approval and this shall be requested as soon as possible to avoid delays.
- Minor surface defects shall be documented in the remarks section of the report. These shall be required in accordance with the applicable specifications and approved procedures.

NOTE: Tie holes are also in this category.

In case of honeycombing or voids, the Foreman shall obtain support from the Site Engineer in cutting the affected area down to sound concrete. In case of honeycombing or voids which do not extend to the main reinforcement, no NCR's shall be initiated.

NOTE: Repairs require Client approval and should be requested as soon as possible to avoid delays.

In case of honeycombing or voids extending to the main reinforcement, they shall be documented on an Action Request form as a NCR. The Site Engineer shall inspect the repair from preparation to completion as indicated on the inspection plan. Client approval of the NCR is required.

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The Site Engineer shall pay special attention to the dimensional check of the element to determine if any displacements occurred during concreting activities. He shall request assistance from the Surveyor to accomplish these checks as necessary.

3.6 Crack/Spalling Report

When carrying out the post concrete inspection, cracks and/or severe spalling is noticed, the Site Engineer shall indicate this under the heading "Condition after Stripping".

Cracks and spalled areas shall be documented by the Site Engineer on the Crack/Spalling Report (CSR) attached as Template 3 to this procedure.

These reports shall be transmitted to the responsible Construction Manager / Contract Manager, who shall evaluate whether the deficiency is one of structural or indeterminable origin or not and shall tick the appropriate block in the Construction Manager Evaluation portion of the report. The Construction Manager / Contract Manager shall then sign Template 3 and return it to the Site Engineer.

The QA/QC Representative shall raise a NCR if instructed by the Site Engineer and record the NCR number on all the reports.

On completion, these reports shall be filed with the document package related to the Structure concerned and non-conformance will be treated as per Procedure.

Structures or Structural Members out of tolerances (dimensions, position) shall be documented on an Action Request form as a NCR. The number of the NCR shall be indicated on the report.

The term "repair" and related steps to be taken apply to finished surfaces, i.e. surface which, after repair, will be left as such. In case of construction joints, for instance, the operations to be undertaken are normal practice preparations and must not be considered as repairs.

Voids occurring in concrete around openings, where second phase concrete is to take place, shall be treated as normal joint preparation before second phase concrete and shall not be documented.

3.7 Completion of Post Concreting Inspection Section

The items listed in the post concrete inspection report are a guide to the Site Engineer for checking, by visual inspection, the concrete work.

The Site Engineer shall record any other observations relevant to the post concrete inspections.

The Site Engineer shall sign the post concrete inspection report when the post concrete activities have been completed, i.e.:

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- Shutter Stripping verified.
- Curing method and time verified.
- Status after stripping verified and documented (no defect or finishing work, NCR's issued and referenced, "Crack Reports" issued and referenced and dimensional and inserts checks completed).
- Inserts positions verified.

3.8 Concrete Strength Test Results

Should the 7-day concrete strength test results show that the specified 28-day strength might not be obtained; the Site Engineer shall immediately report this condition to the Construction Manager / Contract Manager for design review and further action.

A NCR will only be raised if the 28-day cube strength does not reach the minimum specified strength.

4. BUILDING AND CIVIL WORK INSPECTIONS

The Site Engineer or Foreman will initiate all concrete inspections. Inspections shall be carried out timely and inspections shall be recorded on the appropriate checklist as follows:

- Template 1 - Concreting Inspection Report (Civil work)
- Template 2 - Pre-concrete Inspection Report
- Template 3 - Crack/Spalling Report
- Template 4 - Checklist for Pile Caps and Bases
- Template 5 - Checklist for Foundations
- Template 6 - Checklist for Concrete Slabs
- Template 7 - Checklist for Concrete Walls
- Template 8 - Checklist for Columns
- Template 9 - Post Concrete Checklist
- Template 10 - Checklist for Surface Bed

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TEMPLATE 1 –Concreting Inspection Report (Civil Work)

CONCRETE INSPECTION REPORT													
PROJECT:													
STRUCTURE:													
SECTION:													
DRAWINGS:													
PRE-CONCRETING INSPECTION	<p>This form must be used with the pre-concrete inspection report</p> <ol style="list-style-type: none"> Foundations / Joints Shuttering / Formwork Cleanliness / Wetting 												
	<p>4. Rebar (Prelim) SubC</p> <p>5. Rebar (Final)</p>												
	<p>QC RELEASE FOR CONCRETING</p> <p>Client - Insp (Indicate Y & Initials)</p>												
IN-PROCESS CONCRETING INSPECTION	<p>Placing Method: Pump</p> <p>Finishing Requirements:</p> <p style="text-align:center">CONCRETE PLACEMENT</p> <table border="1"> <thead> <tr> <th>Qty</th> <th colspan="2">Date</th> </tr> <tr> <th>m³</th> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>Random checks on placing concrete</p> <p>CONCRETE CUBE TEST No.</p> <p>QC Inspector: _____</p>	Qty	Date		m ³	Start	End						
	Qty	Date											
	m ³	Start	End										
POST CONCRETING INSPECTION	<p>Shutter Stripping to be on: Time _____</p> <p>Shutter Type: _____</p> <p>Client: Hold Point Signature (with _____)</p> <p>Curing Method: _____</p> <p>Date _____ Weather _____ Air Temperature _____ Condition _____</p> <p>SE/QC: _____</p>												

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CONTRACT No:																
<table border="1"> <thead> <tr> <th>FM</th> <th>SE/QC</th> <th>Client</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>		FM	SE/QC	Client												
FM	SE/QC	Client														
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Date:	_____															
Date:	_____															
Conc. Class	_____															
Cubes shall be performed during the pour.																
th Basis	_____															
Actual: Class	_____															
Time	_____															
Date	_____															
Time:	_____															
Condition After Stripping	<table border="1"> <thead> <tr> <th></th> <th>S</th> <th>U</th> </tr> </thead> <tbody> <tr> <td>1. Surfaces</td> <td> </td> <td> </td> </tr> <tr> <td>2. Dim/Pos.</td> <td> </td> <td> </td> </tr> <tr> <td>3. Cracks</td> <td> </td> <td> </td> </tr> </tbody> </table>		S	U	1. Surfaces			2. Dim/Pos.			3. Cracks					
	S	U														
1. Surfaces																
2. Dim/Pos.																
3. Cracks																
NCR No.	_____															
e:	_____															

TEMPLATE 2 – Pre-Concrete Inspection Report

PRE-CONCRETE INSPECTION																																							
PROJECT:		S A M P L E	DATE:																																				
SECTION:																																							
DRAWING:																																							
Legend: FM -Foreman, SE -Site Engineer			No. _____																																				
CHECK LIST - (Enter initials or N/A into)																																							
	FA																																						
1. FOUNDATIONS			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">FM/SE</th> <th style="width: 50%;">CLIENT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <th>SURVEYOR</th> <th>SE/QC</th> </tr> <tr><td> </td><td> </td></tr> </tbody> </table>			FM/SE	CLIENT																													SURVEYOR	SE/QC		
FM/SE	CLIENT																																						
SURVEYOR	SE/QC																																						
1.1 Cleanliness		position																																					
1.2 Firmness, Line & Grade		r																																					
2. JOINTS																																							
2.1 Type																																							
2.2 Cleanliness																																							
2.3 Roughness																																							
2.4 Treatment																																							
2.5 Water stop																																							
3. SHUTTERING/FORMWORK																																							
3.1 Category																																							
3.2 Joints																																							
3.3 Cleanliness																																							
3.4 Tolerances/Position																																							
3.5 Bracing/Anchoring																																							
3.6 Releasing agent																																							
REMARKS:			COMPLETED																																				
SUBCONTRACTOR _____			Date _____																																				
SE / QC _____			Date _____																																				
CLIENT _____			Date _____																																				



TEMPLATE 3 – Crack / Spalling Report

CRACK / SPALLING REPORT	
PROJECT:	
STRUCTURE:	
DRAWINGS:	
SECTION ENG.:	
Nature of the deficiency:	CRACK
SKETCH: (Indicate position / dimension)	
QC Inspector:	_____
SITE	
Not Significant ("Use as is") Structural or indeterminable origin - NO	
SITE MANAGER:	_____
QC FOLLOW-UP:	
NCR No:	_____

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DATE:	_____
CONTRACT No:	_____
OTHER <input type="checkbox"/>	
Date: _____	
Date: _____	

TEMPLATE 4 – Checklist for Pile Caps and Bases

CHECKLIST FOR PILE CAP	
PROJECT:	
STRUCTURE:	
DRAWINGS:	
Legend: FM -Foreman, SE -Site Engineer	
No	Elements to Check
1.	Setting out: Accuracy I ± 20mm II ± 35mm
2.	Box size
3.	Box cleaned and oiled
4.	Finish boxing (corner fillets, etc.)
5.	Reinforcing
6.	Cover to reinforcement
7.	Cast in items
8.	Plumbing services
9.	Electrical services
10.	Line
11.	Squareness
12.	Boxing to beams (pockets, etc.)
13.	Level to concrete (20mm high)
14.	Vibrating to concrete
15.	Concrete strength confirmed
16.	Post pour check same day <input type="checkbox"/> Line <input type="checkbox"/> Level
17.	Post pour check 24 hours <input type="checkbox"/> Line <input type="checkbox"/> Level
18.	Curing to concrete
19.	Test cubes taken
20.	Ready mix or site batching conc
APPROVED	
SUBCONTRACTOR:	_____
SITE ENGINEER:	_____
CLIENT:	_____

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Comments		
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	Date:	_____
	Date:	_____
	Date:	_____

TEMPLATE 5 – Checklist for Foundations

CHECKLIST FOR FOUNDATION	
PROJECT:	
STRUCTURE:	
DRAWINGS:	
Legend: FM -Foreman, SE -Site Engineer	
ITEM NO.	ITEMS TO BE CHECKED
1.	DRAWING
	<input type="checkbox"/> Latest Rev.
2.	SURVEY
	<input type="checkbox"/> Position
3.	LEVELS
	<input type="checkbox"/> Level of rock in face
	<input type="checkbox"/> Following level
4.	BLINDING
	<input type="checkbox"/> From Level
5.	REINFORCING
	<input type="checkbox"/> Position
	<input type="checkbox"/> Cover
	<input type="checkbox"/> Size & Spacing of Bars
	<input type="checkbox"/> Spacers
6.	CAST IN TERMS
	<input type="checkbox"/> Lightning protection
	<input type="checkbox"/> Sleeves & other
7.	COMMENTS
APPROVED	
SUBCONTRACTOR	_____
SITE ENGINEER	_____
CLIENT	_____



DATE:	_____
CHECKED BY (INITIAL)	
FM/SE	Client or S/C
APPROVED	
Date:	_____
Date:	_____
Date:	_____

TEMPLATE 6 – Checklist for Concrete Slabs

CHECKLIST FOR CONCRETE			
PROJECT:			
STRUCTURE:			
DRAWINGS:			
Legend: FM -Foreman, SE -Site Engineer			
No	ELEMENTS TO BE CHECKED		
1.	Support drawing / sketch		
2.	Level of support		
3.	Decking <input type="checkbox"/> Clean <input type="checkbox"/> Finish to slab (off-shutte <input type="checkbox"/> Level		
4.	Openings in slab		
5.	Cast in items		
6.	Conduits, etc.		
7.	Reinforcement		
8.	Cover to reinforcement		
9.	Cables		
10.	Starter bars for <input type="checkbox"/> Columns <input type="checkbox"/> Walls		
11.	Plumbing arrangements		
12.	Level of concrete		
13.	Vibrating of concrete		
14.	Finish to concrete		
15.	Curing to slabs		
16.	Clean under slabs during concreting		
17.	Site Batching / Ready Mix c		
18.	Accuracy	I	-10
		II	-15

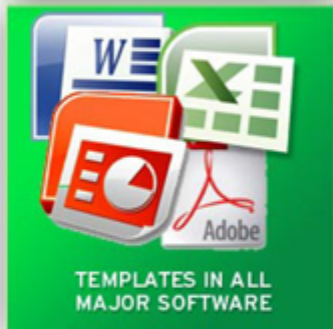
APPROVED

SUBCONTRACTOR: _____

SITE ENGINEER: _____

CLIENT: _____

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DATE:	
COMMENTS	

APPROVED

Date: _____

Date: _____

Date: _____

TEMPLATE 7 – Checklist for Concrete Walls

CHECKLIST FOR CONCRETE WALLS	
PROJECT:	
STRUCTURE:	
DRAWINGS:	
Legend: FM -Foreman, SE -Site Engineer	
No.	ELEMENTS TO BE CHECKED
1.	Setting out: Accuracy I \pm 5mm II \pm 10mm
2.	Box size
3.	Box cleaned and oiled
4.	Finish to box (corner fillets, etc)
5.	Reinforcing
6.	Cover to reinforcement
7.	Cast in items
8.	Plumbing services
9.	Electrical services
10.	Line: Accuracy I \pm 5mm II \pm 10mm
11.	Squareness
12.	Boxing to beams (pockets, etc)
13.	Level to concrete (20mm high)
14.	Vibrating to walls n.e. 500mm
15.	Slush to walls (1:2 mix) (if required)
16.	Post pour check same day <input type="checkbox"/> Line <input type="checkbox"/> Level
17.	Post pour check 24 hours <input type="checkbox"/> Line <input type="checkbox"/> Level
18.	Curing to concrete
19.	Waterproofing behind retaining wall
20.	Drain pipes behind retaining wall
21.	Shutter properly tied back <input type="checkbox"/> @ top <input type="checkbox"/> @ sides <input type="checkbox"/> @ bottom
22.	Finish to top of concrete
23.	Openings
24.	Ready mix or site batching correct
APPROVED	
SUBCONTRACTOR:	_____
SITE ENGINEER	_____
CLIENT	_____

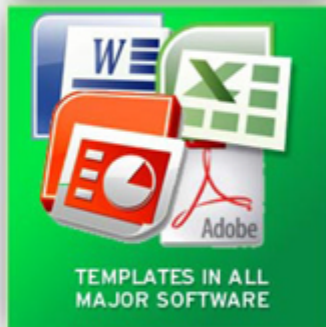
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DATE:	
COMMENTS	
NOT APPROVED	
	<input type="checkbox"/>
	Date: _____
	Date: _____
	Date: _____

TEMPLATE 8 – Checklist for Columns

CHECKLIST FOR COLUMN	
PROJECT:	
STRUCTURE:	
DRAWINGS:	
Legend:	FM-Foreman, SE-Site En
No.	ELEMENTS TO BE CHECKED
1.	Setting out: Accuracy I (indicate) II
2.	Box size
3.	Box cleaned and oiled
4.	Finish to box (corner fillets, etc)
5.	Reinforcing
6.	Cover to reinforcement
7.	Cast in items (lightning protec
8.	Plumbing services
9.	Electrical services
10.	Line
11.	Squareness (indicate) <ul style="list-style-type: none"> <input type="checkbox"/> Up to and including Accuracy I ± 3m II ± 5m <input type="checkbox"/> Over 0,5m, up to and Accuracy I ± 10r II ± 15r <input type="checkbox"/> Over 2m, up to and Accuracy I ± 10r II ± 20r
	12. Boxing to beams (pockets, etc)
	13. Level to concrete (20mm high)
14.	Vibrating to column i.e. 500mm
15.	Slush to column (1:2 mix) (if re
16.	Post pour check same day <ul style="list-style-type: none"> <input type="checkbox"/> Line <input type="checkbox"/> Level
	17. Post pour check 24 hours <ul style="list-style-type: none"> <input type="checkbox"/> Line <input type="checkbox"/> Level
18.	Curing to concrete
19.	Test cubes taken
20.	Ready mix or site batching cc
APPROVED	
SUBCONTRACTOR: _____	
SITE ENGINEER: _____	
CLIENT: _____	



	DATE:	
No:		
Io's.:		
COMMENTS		
APPROVED		
_____ Date: _____ _____ Date: _____ _____ Date: _____		

