Construction Quality Control Checklist

Field inspection record — 30 inspection points

Project name	
Project / contract number	
Client / owner	
Contractor	
Area / system / work package	
Activity inspected	
Governing ITP number and revision	
Drawing number and revision	
Specification reference	
Checklist document number	
Checklist revision	
Inspection date	
Inspector (name / title)	
Witnessed by (client / third party)	

How to use

1. Complete this sheet before going to the work face. Blue / yellow cells are inputs.
2. On the Checklist sheet, delete rows that do not apply and add discipline-specific rows that do.
3. Enter the governing ITP line, drawing revision or specification clause against every row you keep.
4. Record the measured value, not only the verdict. Status is C (conforming), NC (non-conforming) or N/A.
5. Every NC row needs a deficiency reference (NCR or punch-list number) before the checklist is signed.
6. Sign, date and file the completed checklist against the system, then index it into the turnover package.

This template is a starting point, not a controlled document. Bring it under your own document control, and align it to the contractual requirements and project specifications, which always govern.

#	Inspection item	Governing reference (ITP line / drawing rev / spec clause)	Acceptance criteria	Status	Observation / measurement (with units)	Deficiency ref (NCR / punch)	Inspector	Date	Evidence ref (photo / report / cert)
DOCUMENTATION AND READINESS									
1	Drawings, specifications and approved ITP at the work face are the current revision; superseded copies withdrawn								
2	Method statement / work procedure approved and communicated to the crew performing the activity								
3	Personnel competency and certification records current (welders, NDT, surveyors, riggers, electrical testers)								
4	Measuring and test equipment within calibration; certificate identifiers recorded on this record								
5	Permits, notifications and client / authority witness invitations issued within the required notice period								
6	Previous-stage inspection records closed out; deficiencies cleared or formally accepted								
MATERIALS RECEIVING AND STORAGE									
7	Delivered material matches purchase order, approved vendor list and specified grade on the drawing								
8	Mill / batch certificates supplied, legible and traceable to heat, batch or lot markings								
9	No transit damage, corrosion, contamination or coating breakdown beyond acceptance limits								
10	Storage off-ground, protected, segregated by grade; shelf-life products dated and within life								
11	Identification and traceability markings transferred and preserved when material is cut, formed or issued								
EARTHWORKS AND FOUNDATIONS									
12	Excavation dimensions, levels and side-slope stability match IFC drawings and geotechnical requirements								
13	Subgrade inspected and accepted; proof-rolling or bearing verification recorded where specified								
14	Fill material, layer thickness and compaction results meet specified density; test locations plotted								
15	Underground services, sleeves, ducts and buried protection installed, surveyed and photographed before backfill								
CONCRETE WORKS									
16	Formwork set to line, level and dimension; braced, clean and treated with approved release agent								
17	Reinforcement size, grade, spacing, lap length, cover and support verified to drawing and bar bending schedule								
18	Embedded items (anchor bolts, base plates, conduits, waterstops, sleeves) located, secured and surveyed before pour release								
19	Approved mix design, delivery ticket, slump, air content and temperature checked; test cylinders cast and identified								
20	Curing method, duration and protection applied as specified; formwork striking respects specified strength gain								
STRUCTURAL STEEL AND WELDING									
21	Fit-up, alignment, root gap and joint preparation conform to the approved welding procedure before welding starts								
22	Welding by qualified welders to an approved procedure; parameters, consumables and preheat recorded in the weld log								
23	Visual inspection and specified NDE completed; reports referenced to weld identifiers on the drawing								
24	Bolted connections installed to the specified assembly; pretension or turn-of-nut verification recorded where required								
PIPING, MECHANICAL AND ELECTRICAL									
25	Piping and equipment installation matches isometrics and GA drawings, including supports, slopes, orientation, clearances								
26	Pressure testing, flushing and cleanliness verification completed to specified parameters; signed test packs retained								
27	Cable installation, terminations, grounding, segregation and labelling verified; continuity, IR and functional tests recorded								
COATINGS, CLOSE-OUT AND TURNOVER									
28	Surface preparation, ambient conditions, coating system, WFT/DFT and holiday testing meet the coating specification								
29	Non-conformances and punch-list items raised, dispositioned, corrected, re-inspected and formally closed with evidence								
30	Completed checklists, test reports, certificates and as-built markups compiled, indexed and handed over per system								

SUMMARY

Items conforming (C)	-
Items non-conforming (NC)	-
Items not applicable (N/A)	-
Items not yet assessed	30
Open deficiencies without a reference	-

SIGN-OFF

Inspector (name, signature, date)	
Client / third-party witness (name, signature, date)	
Accepted by (name, signature, date)	

Conformance status key

Code	Meaning	How to use it
C	Conforming	Checked against the stated acceptance criteria and found acceptable. Record the measured value, not only the verdict.
NC	Non-conforming	Does not meet the acceptance criteria. Raise an NCR or punch-list item and enter the reference in column G before signing.
N/A	Not applicable	The item does not apply to this scope. State why in the observation column so the omission is explained at review.

Source: Jags Assurance Inc., construction quality control checklist template, jagsassurance.com