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Inspect basement wall formwork and ties (vertical)

Inspect basement wall formwork and ties (vertical) with an interactive checklist that’s commentable and export as PDF/Excel. Verify plumb, dimensions, ties, cones, and release agents.

Project:	
Date:	
Filled by:	

Formwork Alignment and Plumb	
1	Verify wall plumb using a 2 m spirit level or laser; tolerance ≤ 5 mm per 2 m. Record readings at 5 m intervals and corners; attach photos of the bubble/laser display.
2	Check longitudinal alignment with a taut stringline or laser along panel faces; cumulative deviation ≤ 5 mm over 10 m. Document offsets on plan and photograph stringline contact points.
3	Confirm any designed batter or splay per drawings using laser offsets; variance ≤ 5 mm from design control. Log measured offsets and reference drawing detail numbers.
4	Check corner squareness with a large framing square or diagonal tape check; tolerance ± 3 mm. Record both diagonals and upload a photo of the measurement.

Formwork Dimensions and Layout	
5	Confirm wall thickness using calibrated spacing blocks or spreader gauges; acceptance ± 5 mm. Measure every 2 m and at openings; record locations and readings.
6	Verify wall height with a laser to control benchmarks; tolerance ± 10 mm at top of form. Mark elevation lines on forms and photograph laser readings.
7	Check dimensions and positions of blockouts/openings against layout; horizontal ± 5 mm, vertical ± 10 mm. Capture photos with a steel rule and obtain supervisor initial.
8	Inspect stop-ends and construction joint keys for straightness and level; gaps ≤ 3 mm against straightedge. Photo evidence of joint tape/seal where specified.

Ties and Cones	
9	Verify tie system type and rated capacity per approved submittal; check packaging labels and lot numbers. Photograph labels and file manufacturer data sheets.
10	Confirm tie spacing pattern matches drawings; measure grid with tape/laser; deviation from layout ≤ 10 mm. Mark checked rows and record stationing.
11	Ensure cones are seated flush and uniform; protrusion or recess per approved project specifications and authority requirements. Photograph representative cones at midspan and corners.
12	Inspect ties for damage, bending, thread stripping, or corrosion; replace any compromised units. Tag removed items and log quantities and locations.
13	Check minimum edge distances from corners/openings to first tie per drawings; if unspecified, verify ≥ 75 mm. Measure and note any exceptions with comments.
14	Confirm ties are centered to wall thickness using a tie locator or template; deviation ≤ 5 mm. Record sample checks every 3 m and photograph the gauge in place.

Formwork Hardware and Surfaces	
15	Ensure panel faces are clean, dry, and free from laitance, debris, or old concrete; vacuum/brush as needed. Take close-up photos of cleaned surfaces.
16	Verify panel joints are tight; maximum visible gap ≤ 3 mm against a feeler gauge. Install gasket/tape where specified and photograph representative joints.
17	Check walers, strongbacks, and clamps for correct spacing and tightness; torque or visual witness marks applied. Record torque values where applicable and photograph marks.
18	Confirm braces and kickers are installed, plumbed, and anchored to sound substrate; capacity per approved project specifications and authority requirements. Photo anchors and brace IDs.
19	Verify form base bears uniformly on sill plates/shims; pre-load to confirm settlement ≤ 3 mm. Document shim materials, spacing, and any adjustments.

Release Agents and Cleanliness	
20	Confirm approved release agent product and batch; record SDS reference and lot number. Photograph containers and retain delivery tickets or labels.
21	Apply a uniform thin film by sprayer/roller per manufacturer instructions; no pooling or runs. Conduct a small test patch and photograph finish sheen.
22	Mask or avoid release agent on tie hardware, gaskets, and joint tapes where bond/seal is required. Photo masked areas before pouring.
23	Verify substrate and ambient conditions within application range; measure surface moisture visually (no standing water) and temperature with a thermometer. Record readings and time.

Pre-Pour Verification and Documentation	
24	Complete hold-point checks against drawings and inspection test plan; obtain approvals per approved project specifications and authority requirements. Capture digital signatures.
25	Set pour sequence marks, lift lines, and elevation controls on forms; use durable tags/paint. Photograph and reference chainage/elevation.
26	Establish a no-disturbance zone: lock fasteners, post signage, and restrict access. Record time locked and responsible person’s sign-off.
27	Conduct final walkdown using this checklist; capture panoramic and detail photos. Export the report to PDF/Excel and store with QR-authenticated link.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect basement wall formwork and ties (vertical) is a targeted pre-pour procedure that focuses on vertical wall formwork alignment, dimensions, and tie/cone arrangements. This checklist supports vertical wall formwork inspection by guiding crews through confirmation of plumb, straightness, panel joints, and release agent application, while verifying form ties and cones meet approved submittals. It deliberately excludes reinforcement, concentrating solely on the temporary works that shape the wall. Getting these details right prevents blowouts, honeycombing from leaky joints, stuck forms due to over-application of release agents, and dimensional nonconformances that complicate fit-out. It also reduces rework, improves finish quality, and preserves safety by ensuring stable bracing and hardware. The outcome is consistent geometry, better surface finishes, and verifiable records aligned with project specifications and authority requirements. Use this interactive checklist on-site: tick off steps, add comments for deviations or approvals, attach photos, and export your inspection as PDF/Excel with a secure QR link.	1. Preparation: equip laser level, 2 m level, stringline, tape, feeler gauges, torque wrench, tie locator/template, sprayer/roller, thermometer, camera/tablet, PPE, and current drawings/submittals. 2. Set site conditions: establish safe access, adequate lighting, dry form faces, and stable bases. Mark benchmarks and control lines visible on the formwork. 3. Open the interactive checklist on your device, select the work area/chainage, and start a new inspection session with project, location, and date metadata. 4. Work through items in sequence. Tick each step when compliant, attach photos of measurements, and add comments for deviations or corrective actions. 5. For ties and cones, reference the approved submittal within the checklist, scan labels, and log lot numbers and spacing confirmations directly in the fields provided. 6. For release agents, record product name, batch, application method, and environmental readings. Add photos of sheen and masked hardware before proceeding. 7. On completion, review unresolved comments, assign actions, and obtain digital signatures from responsible parties per approved project specifications and authority requirements. 8. Export the signed report as PDF/Excel. Share via a QR-authenticated link and archive in the project document management system.