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Conduct bulk excavation to formation: QA checklist

Conduct bulk excavation to formation with an interactive checklist that is commentable and export as PDF/Excel, ensuring lines, levels, tolerances, stockpile segregation, and contamination control.

Project:	
Date:	
Filled by:	

Pre-Excavation Controls	
1	Confirm scope excludes trenching activities; review approved drawings, specifications, and ITP; brief crew on limits and hazards; record toolbox talk with signatures and photos of posted plans.
2	Verify survey control network and benchmarks are established and protected; perform instrument check against TBM; acceptance: within project survey tolerance; attach survey report and photos of control points.
3	Check calibration/validation of total station, GNSS rover, laser level; perform two-point check; acceptance: results within manufacturer limits or project tolerance; upload calibration certificates and field check sheet.
4	Locate and mark underground services and no-dig zones using utility survey and permit-to-dig; acceptance: all services mapped and protected; evidence: marked-up plan, permits, and georeferenced photos.
5	Install environmental controls (silt fence, sediment traps, wheel wash); acceptance: controls in place before earthworks; evidence: photos, inspection checklist, and maintenance plan.

Line and Level Verification	
6	Set out excavation limits with stakes/paint from model or coordinates; acceptance: plan position within ±100 mm or per approved project specifications; evidence: as-set-out survey and photos.
7	Establish formation reference levels and grid (e.g., 10 m x 10 m); acceptance: grid agreed with client; evidence: grid plan and initial benchmark checks.
8	Monitor batter slopes during cut using digital level or inclinometer; acceptance: slope angle within ±5% of design or per specs; evidence: readings at 20 m intervals with photos.
9	Check formation levels during excavation with GNSS rover/laser staff on the grid; acceptance: elevation within ±25 mm or per approved project specifications; evidence: level log and screenshots.
10	Verify crossfall/camber using stringline and digital level; acceptance: crossfall within ±0.5% or per specs; evidence: measurements and marked photos.

Excavation Operations	
11	Sequence excavation to leave 50–100 mm above formation, then trim with grader; acceptance: no over-excavation; evidence: pre-trim and post-trim photos and foreman log.
12	Maintain safe, designated haul routes and turning areas; acceptance: no trafficking across finished formation; evidence: route plan and daily photos.
13	Proof the working platform with a loaded truck; acceptance: no rutting >25 mm; evidence: photos and recorded deflection locations for repair.
14	Manage groundwater and rainfall with pumps and cut-off drains; acceptance: no standing water on formation; evidence: dewatering log and discharge photos.

Stockpile Management	
15	Strip and stockpile topsoil separately; label topsoil, subsoil, reusable fill, unsuitable, and quarantine piles; evidence: signage photos and material classification notes.
16	Place stockpiles on geotextile or hardstand; keep topsoil height ≤3 m and ≥10 m from drains; evidence: measurements and photos.
17	Install bunds or barriers between piles to prevent cross-contamination; acceptance: physical separation visible; evidence: photos with distances noted.
18	Track volumes by truck counts and periodic drone/survey quantities; reconcile daily; acceptance: variance within project tolerance; evidence: logs and survey exports.

Contamination Control and Testing	
19	Screen excavated material for staining/odour; move suspect soil to quarantine pile; acceptance: quarantine clearly marked; evidence: geotagged photos and location sketch.
20	Use PID or field test kits where specified; acceptance: readings below trigger values per approved project specifications and authority requirements; evidence: instrument serials, calibration, and readings.
21	Sample sediment/water if discoloration observed; dispose via approved method; evidence: lab chain-of-custody, results, and disposal tickets.
22	Operate wheel wash and road sweeper at access; acceptance: no mud tracking beyond gate; evidence: daily photos and maintenance log.

Formation Verification and Protection	
23	Final trim to formation using GPS-guided blade; acceptance: ±20 mm average deviation or per project specs; evidence: survey heatmap and CSV of grid points.
24	Proofroll formation with 8–10 t roller or loaded truck; acceptance: no pumping or visible deflection; evidence: video/photos and engineer sign-off.
25	Protect finished formation with geotextile or place next layer within 24 h; acceptance: surface remains clean, dry, and undisturbed; evidence: timestamped photos.
26	Restrict traffic on formation; use access mats as needed; acceptance: no ruts >10 mm; evidence: inspection record and photos.

Records and Closeout	
27	Complete as-built survey and update model; deliver CAD/PDF and point files; acceptance: client review complete; evidence: transmittal receipt.
28	Compile daily reports: weather, plant, manpower, quantities, incidents; attach photos; acceptance: report signed by supervisor; evidence: signed daily report.
29	Export checklist with photos and surveys to PDF/Excel; verify QR code; acceptance: files archived per project procedures; evidence: stored export and QR validation screenshot.
30	Conduct joint inspection with client; close punch items; acceptance: NCRs resolved and acceptance recorded; evidence: signed inspection sheet.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Conduct bulk excavation to formation using a disciplined, survey-led approach that controls lines, levels, and contamination risk. This checklist focuses on mass earthworks and formation level verification, not trenching, and supports quality outcomes for site grading and earthmoving operations. You'll verify tolerances, manage segregated stockpiles, and protect the formation against damage and water. By setting out limits accurately and trimming to formation using GPS-guided equipment, laser levels, and total stations, you reduce rework and material waste. Practical controls—such as geotextile under stockpiles, quarantine areas for suspect material, and wheel-wash stations—minimize cross-contamination and environmental track-out. Formation acceptance is confirmed by survey grids, crossfall checks, and proofrolling to detect soft spots before subsequent layers. The result is a clean, level, and compliant surface ready for sub-base or structural works. Use this interactive checklist on-site: tick steps, add comments, attach photos and survey files, and export to PDF/Excel with a QR-secured record.	1. Preparation: gather approved drawings, specifications, survey control data, instrument calibration records, environmental plans, PPE, and arrange GNSS/total station, laser level, camera, and proofrolling equipment. 2. Create a new checklist session, enter project, location, weather, and supervisors. Upload the latest model/coordinate files and define the formation grid spacing. 3. Walk the site in sequence. Tick items as completed, add time-stamped comments, and attach photos, readings, and survey CSVs directly to each step. 4. Use the tolerances noted in items to validate levels, crossfall, and slopes. Tag any nonconformance and assign corrective actions with due dates. 5. For stockpiles, capture signage, base protection, and separation distances. For contamination, attach instrument serials, calibration proofs, and field readings. 6. Using the Interactive Checklist: enable interactive mode for crews, allow live comments, and review progress in real-time from mobile or desktop. 7. Sign-Off: obtain digital signatures from supervisor and client representative, then export to PDF/Excel. Verify the QR code links back to the secured record. 8. Archive the export and raw files (photos, surveys) in your project folder structure for audit and handover.