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Install Ground Anchors: Verify Lengths, Protection, Grouting

Install ground anchors with this interactive checklist: verify lengths, corrosion protection, and grouting. Commentable and export as PDF/Excel with QR sign-off.

Project:	
Date:	
Filled by:	

Pre-Installation Verification	
1	Confirm latest approved drawings and specifications are on site; verify scope excludes proof testing; record document revision, date, and reviewer signature.
2	Survey anchor location and inclination using total station and inclinometer; acceptance: plan position within ±25 mm and inclination within ±2° of design; attach survey report and photos of stakes/marks.
3	Measure borehole diameter and depth with caliper/sonic probe and weighted tape; acceptance: diameter ≥ design and depth = free + bond + overdrill (±50 mm); upload gauge readings and tape photos.
4	Inspect borehole cleanliness using borescope or clean swab; acceptance: no loose cuttings, slurry, or standing water beyond spec; photo log and borescope screenshots.
5	Verify materials on delivery: cement type, admixtures, sheath, trumpets, wedges, plates; acceptance: certificates of compliance and batch/lot numbers recorded.

Tendon and Corrosion Protection	
6	Measure total tendon length with calibrated steel tape from tip to anchor head; acceptance: within ±25 mm of design; photo tape reading and record serial/heat numbers.
7	Check free-length sheathing for continuity and damage; perform low-pressure air/leak test per approved project specifications; acceptance: no pressure drop; attach gauge photo and leak test record.
8	Confirm grease/thixotropic filler in free-length sheath where specified; acceptance: continuous fill at ends with no voids; evidence: extrusion at cut checks and mass verification versus submittal.
9	Verify centralizers: diameter to maintain ≥10 mm grout cover and spacing per submittal (typically ≤3 m and near transitions); attach photos and spacing measurements.
10	Inspect trumpet, bearing plate, wedges, and couplers; acceptance: correct materials and corrosion protection per approved project specifications; attach manufacturer certificates and close-up photos.
11	Confirm bond-length hardware (spacers/roughening) present as detailed to enhance bond; photo evidence along full bond zone before insertion.

Bond and Free Lengths	
12	Mark measured free and bond lengths on tendon using durable paint or heat-shrink bands at start/end points; acceptance: ±10 mm to design; photo the marks with tape readings.
13	Verify unbonded free length remains straight within sheath; acceptance: bend radius ≥ 1 m and no kinks; provide photos during layout and at the head.
14	Ensure centralizers are positioned only within bond length unless otherwise detailed; acceptance: no unintended bond on free length; borescope or insertion photos as evidence.
15	Confirm borehole depth equals marked free + bond length plus specified overdrill (≥0.2 m unless noted); acceptance: ±50 mm; attach weighted tape reading.
16	Check anchor head position allows jack seating and elongation of free length; acceptance: clear working space ≥150 mm around head; photo of clearance and template fit.

Grouting Operations	
17	Verify grout mix per approved submittal: cement type, water–cement ratio, admixtures; acceptance: signed mix ticket and batch numbers; attach ticket photo.
18	Calibrate mixer and pump gauges; acceptance: current calibration certificate (≤6 months) and zero check before start; upload certificate and gauge zero photo.
19	Run pre-placement tests per approved project specifications (e.g., fluidity and bleed); acceptance: within specified limits; record times, temperatures, and results with photos.
20	Place grout via tremie from base upward without interruption; monitor pressure (target 0.5–1.0 MPa unless specified otherwise) and volume; acceptance: continuous rise and stable pressure; attach pump log.
21	Confirm grout returns at collar are consistent and air-free; acceptance: no foaming/segregation; photo of steady returns and collar condition.
22	Record grout temperature (10–30 °C) and ambient conditions; acceptance: within mix design limits; attach thermometer reading and weather log.
23	Top-up grout after initial set if settlement observed; acceptance: filled to design collar elevation with no voids; before/after photos.
24	Seal trumpet/head per detail to prevent water ingress; acceptance: watertight seal verified by visual check or low-pressure test; photo evidence.

Records and Handover	
25	Compile as-built data: tendon total, free, and bond lengths; sheath/leak tests; grout volumes, pressures, batch numbers; acceptance: complete forms signed by contractor and inspector.
26	Tag anchor with unique ID, installed length, grout date; acceptance: durable tag fixed and legible; close-up photo.
27	Upload photos of tape measurements, sheath checks, centralizers, pump gauges, and returns; acceptance: time-stamped set covering each critical step.
28	Obtain approvals per approved project specifications and authority requirements; acceptance: digital signatures and QR-authenticated export; exclude proof test results.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Install ground anchors correctly by verifying tendon length, corrosion protection, bond and free lengths, and grouting. This checklist supports ground anchor installation teams, field inspectors, and site engineers by focusing on tendon assembly verification, debonded free length, bonded length, and grout placement controls. It excludes proof tests and stressing results, keeping the scope tight to installation and documentation quality. You'll confirm sheath continuity, grease fill where specified, centralizers for cover, trumpet and bearing details, and borehole depth versus design. Grouting controls include approved mix design, mixing time, water–cement ratio, pressure, temperature, bleed limits, placement via tremie, and collar returns. Acceptance cues and photo evidence requirements are embedded to prevent hidden defects, reduce corrosion risk, and ensure load transfer where designed. Use this interactive, commentable tool to standardize records across shifts and subcontractors. Tick items as you go, add comments and photos, and export to PDF/Excel with a QR for traceable sign-off.	1. Preparation: gather approved drawings/submittals, calibrated tape, borescope, total station, inclinometer, grout mixer/pump, pressure gauge, thermometer, PPE (gloves, eye/ear protection), and photo-capable device. 2. Open the interactive checklist, create or select the anchor ID, and preload design values (total, free, bond lengths; grout mix; tolerances) from the submittal. 3. During installation, tick items in sequence, attach photos of measurements and gauges, and add time-stamped comments noting variances or field adjustments. 4. Use comments to assign actions to responsible parties (e.g., superintendent, drilling foreman) and set due times for quick resolution. 5. On completion of grouting and sealing, review any open comments, close them with notes, and verify all required evidence is attached. 6. Export to PDF/Excel, including photos and calibration certificates, and share with stakeholders per approved project specifications and authority requirements. 7. Sign-Off: obtain digital signatures from contractor and inspector, generate a QR-authenticated export, and archive the package in the project CDE.