Material Submittals and Approvals Verification Checklist

Interactive checklist for verifying material submittals and approvals. Tick, comment, export as PDF/Excel to ensure compliance and avoid delays.

Project:
Date:
Filled by:

Initial Document Review

1	Check that all material submittals include the necessary manufacturer specifications.
2	Ensure that compliance certificates are attached for all proposed materials.
3	Verify that all test results are included and meet the required standards.

Technical Evaluation

4	Cross-check material specifications against project requirements.
5	Confirm that materials meet environmental and sustainability standards.
6	Assess the suitability of materials for the intended application.

Approval Process

7	Submit materials for approval to the designated project manager or engineer.
8	Record any feedback or requested changes from the approval authority.
9	Finalize approval by obtaining signatures or digital confirmation.

Documentation and Archiving

10	File all approved submittals in the project documentation archive.
11	Ensure that all changes and approvals are documented in the project records.
12	Maintain a log of all submittals for future reference and audits.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Material submittals and approvals are critical processes in construction management that ensure the materials used meet project specifications and standards. This verification process involves checking detailed documentation, manufacturer specifications, and compliance with project requirements. Ensuring accurate and timely approvals can prevent project delays, cost overruns, and quality issues. This interactive checklist allows users to tick off items, add comments, and export reports, offering a streamlined approach to managing submittals effectively.	1. Click the "Use this checklist" or "Start Interactive Checklist" button to launch interactive mode. 2. Tick each item online as you complete it. 3. Add comments on individual items or the entire checklist. 4. Click Share or Download to download your completed checklist as PDF or Excel.