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Place Non-Shrink Grout Pads/Capping Checklist & QA Guide

Place non-shrink grout pads/capping with our interactive checklist—commentable steps, flatness/level controls, and curing logs. Export as PDF/Excel with QR-secured records.

Project:
Date:
Filled by:

Pre-Placement Verification	
1	Confirm bearing surface preparation is excluded from this scope and already accepted; attach prior acceptance record and photo of marked acceptance.
2	Verify drawings for pad dimensions/elevations; mark datums on formwork; record a sketch with measured offsets (mm) and benchmark reference.
3	Check ambient and substrate temperatures are 10–30 °C using a calibrated infrared thermometer; log readings and instrument ID.
4	Confirm formwork/shuttering is tight, stable, and sealed to prevent grout loss; photo joints and corners; supervisor initials required.
5	Collect product data sheet and approved mix design; verify batch/lot numbers and expiry on bags; photograph labels and attach delivery docket.

Mix Control	
6	Measure mixing water with a graduated cylinder; keep water-to-powder ratio within the approved range; record total litres per batch.
7	Pre-condition materials and water to 18–24 °C; record temperatures before mixing; use shade or insulated containers as needed.
8	Machine-mix using a paddle mixer until homogeneous and lump-free per manufacturer instructions; record start/finish times and mixer ID.
9	Allow specified rest/maturation if required; re-mix briefly; confirm pot life window; time-stamp batch start to control working time.
10	Check flow/slump spread using a flow cone or mini-slump; target per approved data; record spread in mm and attach test photo.
11	Reject and segregate any batch exceeding pot life or off-spec flow; tag pail; record reason and disposal method.

Placement and Consolidation	
12	Transport grout promptly in clean buckets or hose; protect from segregation; record time from water addition to first placement (minutes).
13	Place from one side maintaining a constant head to drive air out; avoid interruptions; capture a short video/photo sequence.
14	Release entrapped air by rodding edges and tapping formwork lightly; avoid mechanical vibration; inspector initials required.
15	Do not add water or re-temper partially set material; remove and replace if setting observed; record decision and supervisor approval.
16	Verify pad thickness using depth pins/gauges; record minimum/maximum thickness (mm) and locations on as-built sketch.

Finishing, Flatness and Level	
17	Strike-off with a straightedge/screed to design elevation; confirm level within ±2 mm using a laser level relative to benchmark; record readings.
18	Perform 1 m straightedge flatness check; maximum gap ≤2 mm; document with photos and note any remedial rub before set.
19	Inspect edges and corners; remove bleed water per product guidance; apply specified arris/chamfer if required; photo after finish.

Curing and Protection	
20	Begin curing immediately after finishing/set as required; apply wet hessian and plastic or curing compound per approved project specifications; record start time.
21	Maintain surface moisture; keep covers wet; log checks at least hourly for the first 24 h; attach curing log sheet.
22	Protect from wind, sun, and temperature swings; maintain 10–30 °C under blankets/shades; record max/min temperatures.
23	Do not load or subject to traffic until approved strength or curing duration is achieved; attach compressive test data or written approval.
24	Remove formwork at approved time; inspect faces for voids or honeycombing; patch minor defects with same grout; photo before/after.

Quality Records and Handover	
25	Compile batch tickets, lot numbers, flow tests, temperature logs, elevation survey, and curing records; export QA pack to PDF/Excel with QR.
26	Mark pad with batch time/date, final elevation, and inspector initials using indelible marker; photo close-up and context.
27	Obtain digital sign-offs from supervisor and QA; distribute to stakeholders; archive in project system with traceable document number.
28	Attach as-built sketch showing pad coordinates, dimensions, and benchmark; verify file naming per project standard; uploader signs.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Place non-shrink grout pads/capping is a focused activity that demands disciplined mix control, careful placement, thorough curing, and tight verification of flatness and level. This checklist supports supervisors and inspectors executing nonshrink grout capping and grout pad works while intentionally excluding bearing surface preparation, which must be completed and accepted beforehand. You will confirm batch tickets and water-to-powder ratios, verify flow spread and working time, and place grout to thickness while avoiding segregation and cold joints. Finishing uses straightedges and laser levels to achieve precise elevation and planarity, followed by moisture-retentive curing to lock in non-shrink performance. The outcome is predictable, dimensionally accurate pads/caps ready for subsequent installations, avoiding rocking supports, misalignment, premature cracking, or understrength issues. Use this interactive page to tick each step, add field comments and photos, and export a complete QA pack to PDF/Excel with a QR code that secures traceability and site acceptance.	1. Preparation: Gather approved non-shrink grout, paddle mixer, graduated cylinders, thermometers, flow cone, depth pins, 1 m straightedge, laser level, curing blankets/hessian/plastic, PPE (gloves, goggles, respirator if dusty). Verify drawings, benchmarks, formwork readiness, and prior acceptance of bearing prep (out of scope). 2. Using the Interactive Checklist: Start interactive mode on your device, open the relevant section, and tick items as performed. Add time-stamped comments, photos, and readings. Use acceptance notes to capture tolerances. Export interim reports to PDF/Excel for shift handover if needed. 3. Sign-Off: On completion, review attachments, confirm tolerances met, and request digital signatures from the supervisor and QA. Export the final, commentable report as PDF/Excel. Share with stakeholders and archive. Use the embedded QR code to authenticate the record in the field.