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Protect Open Pile Heads Checklist: Clean, Dry, Cap

Protect open pile heads with an interactive checklist that is commentable and exports as PDF/Excel, keeping pile heads clean, dry, and capped for timely capping.

Project:
Date:
Filled by:

Pre-Protection Assessment	
1	Confirm pile ID, grid/station, and status (driven/trimmed) using GNSS or total station; acceptance: records within ±0.10 m; capture a clear photo of the exposed head.
2	Verify short-term protection only; if capping is delayed beyond planned short-term, escalate for instruction per approved project specifications and authority requirements; log decision and responsible person.
3	Inspect head for cracks, spalls, deformation, or bent reinforcement using a 0.3 mm crack gauge; acceptance: no visible crack ≥0.3 mm; capture close-up photos with scale.
4	Check surroundings for ponding or splash risks; if present, plan drainage or splash barriers; acceptance: path for water diversion defined; photo the setup area.

Temporary Protection Materials	
5	Select a temporary cap (plastic, steel plate, or plywood) sized to overhang the pile head by 20–30 mm; acceptance: snug fit without rocking; record supplier and lot number.
6	Provide a waterproof, UV-stable cover (tarp or geotextile ≥200 g/m²) free of tears; acceptance: intact sheet covering full perimeter; log roll ID and certificate.
7	Prepare stainless-steel banding (12–20 mm) or ratchet straps and weatherproof tape/mastic; acceptance: bands tensioned, tape adheres continuously; record tool serial numbers.
8	Stock lint-free cloths and absorbent pads for surface drying; acceptance: new, uncontaminated materials in sealed packaging; photo packaging labels.

Installation of Caps and Covers	
9	Brush the pile head with a stiff nylon brush to remove loose laitance and debris; acceptance: no visible dust or grit; capture before/after photos.
10	Remove free water using squeegee and lint-free cloths; acceptance: surface visibly dry with no standing water; photo within 5 minutes of drying.
11	Seat the temporary cap square and centered; acceptance: overhang present all around, alignment within ±5 mm; record measurement with a tape photo.
12	Seal the cap perimeter using continuous weatherproof tape or mastic; acceptance: unbroken seal with overlapping joints ≥50 mm; close-up photos of joints.
13	Drape the cover over cap with side overlaps ≥150 mm; secure using bands or straps at ≤300 mm spacing; acceptance: no flapping; photo all sides.
14	Label cover with pile ID, date, and crew initials using indelible marker; acceptance: legible from 1 m; photo the label.

Cleanliness and Dryness Control	
15	Install a simple drip edge or small canopy if rainfall is forecast; acceptance: no direct rain path to head; wide-angle photo showing protection.
16	Elevate the immediate area using timber blocks or pallets to keep soil splash off; acceptance: ≥50 mm separation from mud; photo the base condition.
17	Perform daily checks for tears, loose bands, or moisture; acceptance: cover intact, no condensation on inner face; record ambient temperature and conditions.
18	After heavy rain or storms, re-open, wipe dry, and re-seal within 2 hours; acceptance: no standing water; time-stamped photos before/after.
19	Prevent contamination from oils, slurry, or cement washout using trays and barriers; acceptance: no staining or residue on cover or cap; evidence photos.

Documentation and Evidence	
20	Maintain certificates for covers, caps, and tapes; record lot numbers and delivery notes; upload scans to the checklist attachment section.
21	Log each protection event with inspector name, time, weather, and actions taken; acceptance: complete entry with digital signature.
22	Geotag and time-stamp a clear photo of the protected pile head showing seal and labels; acceptance: metadata present; store within the pile record.

Handover and Capping Readiness	
23	Before capping, remove cover and cap carefully; brush and wipe; acceptance: surface clean, dry, free of loose material; photo the exposed head.
24	Present protection records and photos for review per approved project specifications and authority requirements; acceptance: engineer/QA sign-off recorded.
25	Dispose or reuse temporary materials responsibly; segregate waste; acceptance: disposal ticket or reuse log uploaded to the checklist.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Protect open pile heads is a critical control that keeps exposed pile tops clean, dry, and ready for capping. This checklist focuses on short-term pile head protection—often called pile head protection, temporary pile head cover, and pile cap preparation—between driving/trimming and permanent capping. You will cap, cover, and maintain dryness, while explicitly excluding long-term storage scenarios that demand separate, engineered solutions. By preventing rain ingress, soil splash, laitance loss, corrosion initiation, and oil or slurry contamination, you reduce remedial chipping, cutbacks, and schedule risk. The outcome is consistent, capping-ready pile heads with verifiable evidence of condition and protection. Use the structured steps to select materials, install caps and covers, manage cleanliness and dryness, and document compliance per approved project specifications and authority requirements. Start the interactive mode to tick tasks, add photos and comments, and export your records to PDF/Excel with a secure QR link for verification.	1. Preparation: Gather caps, covers (≥200 g/m²), bands/straps, weatherproof tape, brushes, squeegees, lint-free cloths, camera/phone with geotagging, and PPE. Confirm scope is short-term protection only. 2. Create a record: Input project, pile ID, grid/station, and planned capping date. Attach material certificates and lot numbers before fieldwork begins. 3. Start interactive mode: Tick each step as completed, add time-stamped, geotagged photos, and note observations or anomalies directly beside the relevant item. 4. Use comments: Tag responsible parties for issues (e.g., torn cover), request actions, and record decisions per approved project specifications and authority requirements. 5. Sign-off: Obtain digital signatures from inspector and supervisor when acceptance cues are met. The system locks records to preserve integrity. 6. Export and archive: Export to PDF/Excel and share the QR-secured link with stakeholders. Archive within your project's QA folder structure.