Compile pile dossier for handover: QA docs checklist

Compile pile dossier for handover with an interactive checklist that is commentable and export as PDF/Excel, ensuring complete pile records, tests, calibrations, as-builts, and NCR closures per specifications.

Project:
Date:
Filled by:

Administrative Records

1	Confirm project identifiers on all pile documents using a cover-sheet checklist; acceptance: project name, contract number, and pile package ID match; evidence: signed index and document control log.
2	Verify latest approved revisions for drawings/procedures via the document register; acceptance: superseded copies removed; evidence: revision numbers, approval stamps, and registrar signature per approved project specifications and authority requirements.
3	Assemble pile installation logs from rig data; method: export from recorder or daily sheets; acceptance: pile ID, date/time, depth (m), hammer/blow count or torque, set criteria; evidence: operator and inspector signatures.
4	Collate concrete/grout delivery tickets to piles; method: match batch numbers to pour times; acceptance: strength class, slump/flow, w/c ratio meet spec; evidence: ticket scans, photos at delivery, receiver signature.

Test Results

5	Include static load test report; method: compiled raw readings, displacement gauges, calibrated load cells; acceptance: test to required load with settlement curve and hold periods; evidence: signed professional engineer certification.
6	Attach dynamic pile testing (PDA) reports; method: wave equation analysis and signal matching; acceptance: estimated capacity meets design with damping factors justified; evidence: plots, data files, tester accreditation.
7	Provide low-strain integrity testing (PIT) summaries; method: instrumented hammer traces; acceptance: no major reflections indicating necking/voids; evidence: trace plots, test locations (WGS84) and date/time stamps.
8	Include laboratory compressive strength results for pile concrete/grout; method: cube/cylinder tests; acceptance: 7- and 28-day strengths $\geq$ specified fck; evidence: lab accreditation, sample IDs, curing records.

Calibration Certificates

9	Provide calibration certificates for load cells and pressure gauges; acceptance: calibration within past 12 months and traceable; evidence: certificate numbers, uncertainty, and calibration dates.
10	Include hammer energy monitor calibration; method: OEM or certified lab; acceptance: readings within manufacturer tolerance; evidence: calibration report with serial numbers and validity period.
11	Record GPS/total station verification; method: two-point check on known control; acceptance: horizontal/vertical closure $\leq$ 5 mm; evidence: daily instrument check sheets signed by survey lead.
12	Verify slump/flow apparatus dimensions; method: pre-use gauge check; acceptance: cone/plate dimensions within standard tolerances; evidence: photo with scale and inspector sign-off.

As-Built Documentation

13	Compile as-built pile coordinates; method: survey set-out and as-built pickup; acceptance: position deviation $\leq$ 75 mm from design; evidence: CSV register, CAD overlay, surveyor signature.
14	Record pile cut-off levels; method: differential levelling; acceptance: finished level within +0/$-$10 mm of design; evidence: levelling sheets, benchmark references, photos of markings.
15	Document installed pile length and toe level; method: installation log plus final set criteria; acceptance: achieved design length or refusal per specification; evidence: signed log with depth (m) and criteria noted.
16	Create pile ID plan and tagging register; method: durable tags fixed at cut-off; acceptance: IDs legible and match register; evidence: geo-tagged photos and updated drawing legend.

Nonconformance Closure

17	Publish the pile-related NCR register; method: filtered by package; acceptance: all NCRs closed or approved concessions; evidence: closure forms with root cause and verification.
18	Verify corrective actions completed; method: action tracker review; acceptance: evidence attached for each action; evidence: post-rectification photos, retest reports, supervisor sign-off.
19	Attach deviation/concession approvals; method: compile authority/client letters; acceptance: scope, conditions, and validity stated; evidence: signed approval letters and cross-referenced pile IDs.
20	Record lessons learned/preventive measures; method: brief close-out note; acceptance: reviewed by PM and QA; evidence: meeting minutes with attendees and dates.

Compilation & Handover

21	Create a dossier index with hyperlinks; method: spreadsheet register; acceptance: 100% items cross-referenced; evidence: QA review checklist and version control.
22	Apply file naming convention; method: YYYYMMDD_PileID_DocType; acceptance: no duplicates, metadata filled; evidence: audit screenshot and naming guide.
23	Export deliverables; method: bookmarked PDF for reports and Excel registers; acceptance: links functional, files virus-scanned; evidence: export log, checksum, and embedded QR link.
24	Obtain digital sign-offs; method: e-signature platform; acceptance: contractor, consultant, and client signatures captured; evidence: signature certificate and distribution record.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Compile pile dossier for handover is your structured process for organizing and validating all pile-related documentation prior to client acceptance. This piling documentation checklist focuses on the pile QA dossier, ensuring verifiable records for installation, testing, calibrations, and as-built deliverables while explicitly excluding general foundation records such as pile caps or ground beams. By curating only pile-specific evidence—installation logs, static and dynamic load test reports, integrity test summaries, instrument calibration certificates, and NCR closures—you reduce disputes, avoid rework, and accelerate taking-over. The outcome is a clean, traceable package that demonstrates compliance per approved project specifications and authority requirements, with consistent file naming, signatures, and revision control. Practical acceptance cues, SI-based tolerances, and geo-referenced evidence help teams close gaps quickly and defend quality under audit. Use this interactive checklist to assign actions, capture photo and file attachments, add comments, and track digital sign-offs. Start ticking items, comment where needed, and export the dossier as PDF/Excel with an embedded QR code.	1. Preparation: assemble pile logs, test reports, calibration certificates, as-built surveys, NCR records, and approval stamps; have a laptop, PDF editor, spreadsheet, e-signature access, and site control data ready. 2. Using the Interactive Checklist: open the checklist, switch to interactive mode, assign owners and due dates, then progress item by item, adding comments where clarifications or evidence are required. 3. Attach Evidence: upload scans, raw data files, geo-tagged photos, CAD/CSV as-builts, and lab reports; ensure filenames follow the agreed convention and cross-reference pile IDs. 4. Quality Review: run a self-check using the index, verify hyperlinks, confirm calibration validity, and validate SI tolerances against project specifications and authority requirements. 5. Export and Share: generate bookmarked PDFs and Excel registers, embed the secure QR link, and circulate to stakeholders for review. 6. Sign-Off and Archive: capture digital signatures from contractor, consultant, and client; lock the dossier, archive source files, and store the QR-authenticated record in the project system.