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Install timber or steel lagging checklist and QA guide

Install timber or steel lagging with an interactive checklist—commentable and exportable as PDF/Excel—covering bearing, spans, sequencing, and drainage voids.

Project:

Date:

Filled by:

Pre-Work Coordination

1	Confirm latest approved drawings, geotechnical report, and lagging submittals are on site; record document numbers, revisions, and approvals; photograph title blocks. Acceptance: latest revisions only; superseded sets removed.
2	Conduct pre-task briefing covering lift heights, installation sequence, emergency plan, and exclusion zones. Evidence: attendee signatures and time-stamped minutes. Acceptance: all crew briefed on day of work.
3	Measure clear span between lagging supports (flange-to-flange or whaler-to-whaler) with a steel tape before cutting. Acceptance: within design span range. Evidence: readings to nearest 5 mm with photo.
4	Verify access and fall protection (ladders, platforms, edge protection) installed per plan. Evidence: daily inspection record and photos. Acceptance: no unprotected edges or access gaps.

Materials and Dimensions

5	Inspect timber lagging species/grade or steel panel grade per approved submittal. Evidence: mill stamps or certificates photographed. Acceptance: grades equal to or better than specified.
6	Measure lagging thickness with calipers at three points per piece. Acceptance: thickness $\geq$ specified; within manufacturing tolerance. Evidence: recorded millimetre readings and photos.
7	Check piece length allows specified bearing length at both supports. Acceptance: no piece below design minimum bearing. Evidence: ruler photo at each bearing point and logged values.
8	Verify timber preservative treatment or steel coating system matches submittal. Record batch numbers and dates. Acceptance: compliant to approved system. Evidence: photos of stamps/labels.

Excavation and Sequencing	
9	Excavate in controlled lifts per plan, not exceeding one lagging course height. Method: staff and level checks. Acceptance: lift depth within plan tolerance. Evidence: depth readings and photos.
10	Maintain excavation face at plan line; trim carefully to prevent overbreak. Acceptance: no encroachment beyond plan line. Evidence: photos with measuring rod and marked offsets.
11	Install lagging immediately after each lift is cut. Record start/finish times for each bay. Acceptance: exposure duration $\leq$ plan limit. Evidence: time-stamped photos and log entries.
12	Protect and temporarily support any utilities crossing the face per approved method. Acceptance: no unsupported services. Evidence: permit references and photos of supports.

Lagging Installation and Bearing	
13	Dry-fit each lagging piece; check uniform support contact at both bearings using feeler gauges. Acceptance: gaps within design tolerance. Evidence: gauge readings recorded.
14	Seat boards/panels tight to the prior course; use wedges/shims as detailed. Acceptance: no visible daylight lines. Evidence: close-up interface photos.
15	Install packing/backing strips where required to achieve full-width bearing. Method: chalk transfer and spirit level. Acceptance: no rocking under manual load. Evidence: photo/video and notes.
16	Confirm installed span equals measured bay; avoid mid-span cantilevering. Acceptance: length within ± 5 mm of bay. Evidence: tape measurement photo and logged value.
17	For steel lagging lifts, use certified rigging and tag lines; enforce exclusion zone. Acceptance: controlled lifts, rigging tags visible. Evidence: lift plan and photos.

Drainage and Backfill	
18	Install geotextile separator behind lagging if specified; fix neatly with staples/pins. Acceptance: overlaps per submittal; no tears. Evidence: photos with scale at seams.
19	Place drainage composite or weepholes at specified spacing and invert levels. Method: laser level. Acceptance: invert within ± 10 mm of design. Evidence: level screenshots and photos.
20	Maintain continuous drainage void thickness behind lagging using spacers or clean gravel. Method: probe at 1 m centres. Acceptance: thickness within ± 10 mm of design. Evidence: readings log.
21	Route drainage to approved discharge (sump/header); fit filters to prevent clogging. Acceptance: unobstructed flow proven by water test. Evidence: test video and checklist.

Documentation and Sign-Off	
22	Capture as-built data: spans, bearing lengths, invert levels; annotate marked-up sketch. Evidence: geotagged photos and uploaded files. Acceptance: all bays recorded.
23	Log material certificates, treatment/coating batch numbers, and delivery tickets; link to installed locations. Acceptance: complete traceability. Evidence: uploads attached to checklist.
24	Hold inspection with engineer; obtain digital signatures. Export report PDF/Excel with QR. Acceptance: sign-off achieved; records archived per project requirements.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Install timber or steel lagging calls for disciplined control of bearing, span limits, excavation sequencing, and drainage voids. This checklist focuses on lagging installation only—timber lagging boards or steel panels—and deliberately excludes soldier pile checks. It supports consistent lagging installation by verifying materials, dimensions, and interface details while coordinating excavation-in-lifts so the face remains stable and exposure is minimized. By targeting bearing length, uniform support, and correct spans, you reduce deflection and avoid overstressing boards. By maintaining drainage voids, geotextile separators, and weepholes or drainage composites, you relieve pore pressure and protect the excavation. The result is a safer workface, fewer delays, and a clear record of compliance per approved project specifications and authority requirements. Use this interactive, field-friendly checklist to tick tasks, add comments, upload photos and measurements, and export a signed report as PDF/Excel secured by QR for traceable sign-off.	1. Preparation: Gather approved drawings, lagging submittals, calipers, steel tape, laser level, feeler gauges, PPE, lifting gear (if steel panels), and the excavation plan with lift heights and sequencing. 2. Open the interactive checklist on your device, select today's work area/bay, and confirm you have the latest revision. Brief the crew and set hold points for inspections. 3. Perform checks group-by-group (coordination, materials, sequencing, installation, drainage). Enter measurements in millimetres, attach time-stamped photos, and flag any nonconformance for immediate action. 4. Use comments to capture field decisions, RFIs, or deviations approved per project specifications and authority requirements. Tag items to locations for traceable as-builts. 5. Export interim results to PDF/Excel for daily reports or coordination meetings. Share the QR-secured link with stakeholders to review progress and comments. 6. Sign-Off: Complete hold-point inspections, collect digital signatures from responsible parties, and archive the QR-authenticated PDF/Excel report in the project document control system.