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Inspect Façade Panels and Glazing for Transport Damage

Inspect façade panels and glazing for transport damage upon delivery with an interactive checklist—commentable steps, photos, and sign-off. Easily export as PDF/Excel.

Project:
Date:
Filled by:

Receiving & Safety

1	Confirm delivery time, truck seal condition, and a weather-sheltered unloading area before opening. Method: visual check and photos. Acceptance: seals intact or discrepancy recorded per approved project specifications. Evidence: time-stamped photos and receiving log entry.
2	Brief the crew on handling plan, pinch-point hazards, and PPE (gloves, eye protection, safety boots). Method: toolbox talk. Acceptance: attendees sign the briefing sheet. Evidence: signed talk record uploaded to the checklist.
3	Verify lifting equipment SWL exceeds gross load of the heaviest crate. Method: compare load charts/tags to delivery note. Acceptance: $SWL \geq$ stated mass per specs. Evidence: photo of rating plate and calculation snapshot.
4	Place timber dunnage and confirm level laydown area. Method: 2 m spirit level or laser. Acceptance: level within ± 5 mm over 2 m or per specs. Evidence: level reading photo and site sketch.

Documentation & Identification

5	Reconcile packing list, delivery note, and purchase order. Method: count crates/units against documents. Acceptance: quantities match or NCR/RFI raised. Evidence: annotated documents and count photos.
6	Confirm crate labels, unit IDs, and orientation arrows are legible. Method: visual check; refresh labels with marker if faded. Acceptance: each unit traceable to lot/batch. Evidence: close-up label photos in sequence.
7	Inspect tilt/shock indicators on crates. Method: read indicator windows. Acceptance: indicators not tripped; if tripped, place on hold. Evidence: indicator photos and hold tag number.
8	Record ambient temperature and relative humidity at receipt. Method: calibrated thermo-hygrometer. Acceptance: within storage limits per approved specifications. Evidence: instrument reading photo and logged values.

Visual Inspection – Façade Panels

9	Examine visible faces for scratches, dents, or coating blisters under 500–1000 lux raking light. Method: handheld lamp at shallow angle. Acceptance: no through dents; record scratch dimensions. Evidence: macro photos with ruler scale.
10	Check panel edges and corners for chips or delamination. Method: calipers and mirror. Acceptance: document chips ≥ 2 mm; accept/hold per specifications. Evidence: caliper reading photos and notes.
11	Verify panel flatness/warp. Method: 1.5 m straightedge with feeler gauges. Acceptance: deviation ≤ 3 mm over 1.5 m or per specs. Evidence: photo showing gauge value and panel ID.
12	Inspect fixing points, inserts, and threads for deformation or coating loss. Method: thread gauge and visual check. Acceptance: threads clean, no bent hardware. Evidence: photos and gauge confirmation.

Visual Inspection – Glazing Units

13	Scan glass surfaces for cracks, scratches, or roller marks under raking light. Method: flashlight/polarized film. Acceptance: no cracks; record scratch size/location. Evidence: defect photos with location sketch.
14	Inspect edgework/arrises for chips, shells, or flares. Method: calipers and edge mirror. Acceptance: document chip size and corner proximity; disposition per specs. Evidence: measured photos and notes.
15	Check IGU spacer alignment and primary/secondary seal continuity; look for fogging or desiccant spill. Method: magnifier and visual. Acceptance: uniform spacer; no moisture or seal gaps. Evidence: close-ups of corners and spacer.
16	Confirm coating/orientation (e.g., Low-E) matches drawings. Method: coating detector and label check. Acceptance: orientation per shop drawings. Evidence: detector reading screenshot/photo and label image.

Segregation, Reporting & Storage

17	Apply quarantine tags to damaged/uncertain items and move to a hold zone. Method: barcode/QR tags and barricade tape. Acceptance: no held item left in free issue area. Evidence: tag IDs and zone photos.
18	Notify supplier within required timeframe with evidence pack. Method: standardized email/RFI template. Acceptance: claim includes photos, serials, quantities, and description. Evidence: submitted ticket number and sent email PDF.
19	Store accepted items on level dunnage with edge guards and breathable covers. Method: straps and vented sheeting. Acceptance: ≥ 100 mm off ground; no ponding; labels outward. Evidence: storage layout photos.
20	Update material tracker/BIM with Accept/Hold/Reject status and assignee. Method: tablet entry. Acceptance: statuses current; signatures captured per approval matrix. Evidence: time-stamped log export.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
<p>Inspect façade panels and glazing for transport damage upon delivery is a focused receiving inspection that safeguards curtain wall units, cladding panels, and insulated glass units before installation. By confirming identity, crate integrity, handling orientation, and visible condition at the receiving bay, teams prevent hidden cracks, edge chips, coating scuffs, spacer/seal failures, and warped panels from entering the workforce. This checklist stays strictly at the delivery stage: it covers documentation, unloading readiness, raking light visuals, dimensional checks, and quarantine/reporting—without duplicating in-process installation controls. The outcome is a traceable pass/hold/reject decision that avoids rework, warranty disputes, safety hazards from compromised glass, and schedule delays caused by late discoveries. Use simple tools—straightedge, calipers, flashlights, coating detectors, and a thermo-hygrometer—to capture measurable evidence per approved project specifications and authority requirements. Start in interactive mode to tick items, attach photos, leave comments, and export your signed record to PDF/Excel with a secure QR for fast sharing.</p>	<ol style="list-style-type: none"> 1. Preparation: clear a level, sheltered laydown; gather PPE, raking light, 1.5 m straightedge, feeler gauges, calipers, mirror, coating detector, thermo-hygrometer, barcode/QR tags, and a camera-enabled tablet. 2. Open the checklist on your device and select the delivery lot. Start interactive mode, scan or enter crate/unit IDs, and auto-load relevant items based on façade panels or glazing. 3. Work through items sequentially. Tick pass steps, add measurements in SI units, and attach time-stamped photos. Use comments to note context, packaging details, or handling observations. 4. For defects, set status to Hold/Reject, print or apply QR quarantine tags, and move items to a segregated zone. Link tags to unit IDs for traceability. 5. Generate a supplier notification with embedded photos and readings. Export the running report as PDF/Excel and share the QR link with stakeholders for quick verification. 6. Sign-off: capture digital signatures from the receiving supervisor and QA. Archive the lot record in your document control system with QR authentication for audits.