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Inspect Façade Access Tracks, Davits, or Anchors: Handover

Inspect façade access tracks, davits, or anchors before handover with an interactive checklist that is commentable and export as PDF/Excel, ensuring compliant testing and documentation.

Project:

Date:

Filled by:

Documentation & Compliance

1	Compare approved shop drawings and marked-up as-builts on a tablet against installed locations; acceptance: latest revision only, no deviations; evidence: photos of tags and drawing revision clouds, document numbers, inspector initials.
2	Verify material certificates (stainless grade, baseplate steel) and fastener specs against submittals; tool: document review; acceptance: grades per spec, heat numbers traceable; evidence: upload MTCs, highlight relevant lines.
3	Confirm installer competency and equipment calibration for torque wrenches, pull-testers, and load cells; acceptance: valid within 12 months; evidence: photos of calibration labels and certificates with serial numbers.
4	Review approved method statement and rescue plan covering façade access operations; acceptance: signed by contractor and client rep; evidence: PDF upload with approval stamps and dates.

Structural Fixings & Substrates

5	Inspect baseplate layout, edge distances, and anchor spacings with tape measure; acceptance: within ± 5 mm of drawings and minimum edge distances per design; evidence: dimensioned photos with scale.
6	Measure anchor embedment using a depth gauge before final tightening; acceptance: not less than design embedment (record design value); evidence: depth readings logged with location IDs.
7	Torque mechanical anchors using a calibrated torque wrench; acceptance: 90–110% of specified torque; evidence: record torque values per anchor ID, wrench serial, and operator signature.
8	Verify chemical anchors: substrate condition, hole cleaning, adhesive batch, and cure time; tools: blow pump/brush, timer; acceptance: curing per TDS at ambient temperature; evidence: cartridge photo showing batch and timestamp.
9	Check corrosion isolation between dissimilar metals using isolation pads/washers; acceptance: no direct contact, pads intact; evidence: close-up photos before cover installation.

Tracks & Trolleys

10	Verify track alignment with laser/string line; acceptance: straightness deviation ≤ 3 mm per 2 m; evidence: alignment photos with measurement marks and laser reading.
11	Measure track level and slope using digital level; acceptance: level within ± 2 mm/m unless designed fall noted; evidence: level readings logged by grid location.
12	Check fixings, locking devices, and end stops; tools: spanner set; acceptance: all fasteners torqued/locked, end stops positively secured; evidence: torque record and photos of locking features.
13	Function-test trolleys along full track length; tools: tag line, video; acceptance: smooth travel, no binding, brakes engage at stops; evidence: video clip and comments on any high spots.

Davit Bases & Arms

14	Confirm davit base socket orientation, pin diameter, and retention mechanism; tools: vernier caliper; acceptance: correct fit, arm seats fully without play; evidence: dimension readings and close-up photos.
15	Measure plinth level and top-of-base elevation with digital level; acceptance: level ± 3 mm/m and elevation per drawings; evidence: level readings and datum references.
16	Install davit arm to base, verify SWL and reach labeling; acceptance: durable UV-stable labels, SWL legible from 1 m; evidence: photo showing ID, SWL, and arm reach diagram if provided.
17	Proof-load test davit arm using calibrated load cell and test bag; acceptance: 125% of SWL held for 5 min with no deformation or slip; evidence: load chart, photo of setup, and pass result.

Rope Access Anchors

18	Identify each anchor (eyebolt/padeye) and confirm unique ID, SWL stamp, and manufacturer; acceptance: markings permanent and readable; evidence: close-up photos per ID.
19	Perform pull-out test with calibrated tester per approved procedure; acceptance: target load (e.g., 6 kN or per spec) held 15 s without displacement; evidence: tester serial, load-time graph, and pass/fail record.
20	Check connector compatibility and clearance with typical PPE carabiners; tools: gauge ring; acceptance: ≥ 12 mm clearance, no sharp edges or burrs; evidence: photos showing orientation and clearance.
21	Verify anchor spacing and façade coverage using access plan overlay; tools: plan markup; acceptance: safe reach to all areas without overreaching; evidence: annotated elevation drawings.

Testing, Electrical & Handover	
22	Confirm earthing/bonding of metallic components; tools: continuity tester; acceptance: resistance < 0.5 Ω between components and main earth; evidence: readings and bonding locations.
23	Verify lightning protection bonding where specified; tools: visual check and continuity test; acceptance: approved clamps, secure connections; evidence: photos and test readings.
24	Inspect signage: SWL, inspection dates, rescue info, and contact numbers; acceptance: weatherproof, UV-stable, and correctly positioned; evidence: photos per location.
25	Compile O&M; manuals including as-builts, test certificates, warranties, and maintenance schedules; acceptance: complete index and digital copies; evidence: upload folder link and document list.
26	Conduct joint walkdown with client, resolve punch items, capture signatures; acceptance: all actions closed or tracked; evidence: digital sign-off, date, and QR-linked exported report.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade access tracks, davits, or anchors before handover to confirm the permanent façade access system is safe, compliant, and ready for use. This pre-handover inspection covers BMU tracks, davit bases and arms, and rope access anchors used for façade maintenance and cleaning. It focuses on fixings, substrate integrity, alignment, labeling, proof-load and pull-out testing, and documentation needed for acceptance. By verifying installation details against approved drawings and ensuring torque, embedment, and earthing results meet specifications, you reduce the risk of dropped loads, anchor failure, electrical hazards, and inaccessible façade zones. The outcome is a consistent record of measurements, photos, certificates, and digital signatures that demonstrates due diligence per approved project specifications and authority requirements. Use this interactive checklist on site: tick each requirement, add comments where nonconformances arise, and attach photos, test graphs, and calibration certificates. When finished, export your commentable report as PDF/Excel with a secure QR code for traceable handover.	1. Preparation: gather approved drawings, submittals, calibration certificates, O&M; templates, digital level, torque wrench, pull-tester/load cell, PPE, lockout permissions, and site access. Brief the team on roles, test sequences, and safety controls. 2. Open interactive mode on your device, select project and elevation, and preload asset IDs (tracks, davit bases, anchors) so each finding links to a precise location. 3. Conduct checks by group (documentation, fixings, components, testing). Tick pass items, and for any nonconformance, add comments describing issue, location, and proposed corrective action. 4. Record measurements in SI units: torque, embedment, level, pull-out, and proof-load values. Enter instrument serials and calibration due dates for traceability. 5. Attach evidence: close-up photos, videos of functional tests, and scanned certificates. Tag each file to the relevant item ID and asset label. 6. Review open items and punch list with the contractor. Re-test after fixes and update comments with final readings, before/after photos, and approvals. 7. Export the commentable report as PDF/Excel with embedded photos, drawings, and measurement logs. Share the secure QR link with stakeholders for quick verification. 8. Sign-Off: capture digital signatures from contractor, client rep, and inspector. Archive the QR-authenticated package in the project handover folder.