



Inspect Façade Bracket Torque Verification Records Checklist

Inspect façade bracket torque verification and inspection records with an interactive checklist, commentable and export as PDF/Excel for traceable documentation.

Project:

Date:

Filled by:

Pre-Inspection & Tools

1	Confirm applicable drawings and torque requirements per approved project specifications and authority requirements; photograph the specification page and note bracket types and target N·m values.
2	Verify torque wrench calibration certificate is current (≤ 12 months or as specified); record model, serial number, and attach certificate photo.
3	Function-test the torque wrench on a digital torque tester; confirm accuracy within $\pm 4\%$; save tester printout or photo showing setpoint and achieved values.
4	Set the torque wrench to the specified N·m for the bracket fasteners; capture a photo of the setting and record the setpoint in the form.

Substrate & Fastener Identification

5	Verify fastener type, size, and manufacturer match the approved submittal; photograph packaging, mark lot/batch numbers, and record approval reference.
6	Confirm anchor embedment depth using a depth gauge or marked bit; acceptance: $\geq$ design embedment; capture measurement photo and location ID.
7	Review substrate strength evidence (e.g., pull-out test/report); acceptance: meets or exceeds design requirement; attach report extract and sign/date.
8	Inspect fastener/coating condition; acceptance: no rust, damage, or thread deformation; capture close-up photos before installation.

Torque Verification On-Site

9	Clean threads and bearing surfaces using a nylon brush and approved solvent; acceptance: oil-free, debris-free; photograph cleaned parts.
10	Apply specified lubricant (or none if prohibited) per submittal; record product name and lot; photo of application as evidence.
11	Snug-tight all bracket fasteners, then final torque in a star/cross pattern; acceptance: achieved torque within $\pm 10\%$ of target; record individual readings.
12	Apply witness marks with paint pen across nut/bolt/bracket; acceptance: marks aligned after 60 minutes; capture photo after dwell period.
13	Re-check a minimum 10% sample after 30–60 minutes; acceptance: retained torque $\geq 90\%$ of target; log re-check readings and locations.
14	Verify bracket alignment after torquing using a spirit level; acceptance: deviation ≤ 2 mm per 1 m; attach level reading photo.

Documentation & Traceability	
15	Record torque readings by bracket ID and grid coordinate; attach overview and closeup photos for each location.
16	Link each bracket to a scannable QR/label; acceptance: QR resolves to the correct dataset; include scan screenshot.
17	Attach calibration certificates, inspector name, date/time, and tool serials; acceptance: all mandatory fields completed; obtain digital initials.
18	Maintain a nonconformance register referencing location, cause, risk, and corrective action; acceptance: unique NCR number and status updated.

Nonconformance & Corrective Actions	
19	Under-torque found: re-torque to specified N·m and re-record; acceptance: final within $\pm 10\%$ of target; keep before/after readings.
20	Over-torque beyond +10%: replace affected fastener/bracket per manufacturer guidance; record new lot numbers and final torque readings.
21	Spun anchor/stripped threads: stop work and escalate for engineer approval; attach RFI/approval note and approved repair method.
22	Post-correction independent witness: request verification check; acceptance: witness signature and date on the record.

Final Handover & Archiving	
23	Compile torque map, photo log, certificates, and NCR register; export to PDF/Excel using standard file naming; attach exported files.
24	Publish QR-secured package to the CDE with defined access; acceptance: upload confirmation link; obtain contractor/client digital signatures.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade bracket torque verification and inspection records. This checklist guides site engineers and quality inspectors through reliable fastener torque verification, documentation control, and traceability for façade brackets. It combines fastener torque audit practices, torque wrench calibration checks, and clear evidence capture to reduce risks such as bracket creep, water ingress, or panel disengagement. You will confirm specified N·m values, validate anchor and substrate suitability, and maintain inspection logs that stand up to technical review per approved project specifications and authority requirements. The scope covers bracket fasteners only—no structural design re-engineering or unrelated system commissioning is included. Expected outcomes include consistent torque within tolerance, calibrated tools, unambiguous bracket locations, and a searchable record set linked to drawings and tags. Use this on new installations or remedial works to verify re-torque actions. Start interactive mode to tick items, add comments, and export PDF/Excel with a secured QR code.	1. Preparation: assemble current drawings, approved fastener submittals, torque schedules, calibrated torque wrench, digital torque tester, depth gauge, spirit level, paint pen, cleaning supplies, PPE, and a mobile device. 2. Verify site conditions: safe access, lighting, weather protection for tools and records, and a clear work area around the façade bracket line. 3. Open the interactive checklist on your device, select the elevation/zone, and pre-load bracket IDs, grid coordinates, and target torque values. 4. During inspection, tick each item as completed, enter torque readings, attach photos of settings and assemblies, and note lubricant brand/lot and tool serials. 5. Use comments to flag anomalies or nonconformances, tag responsible parties, and link corrective actions; add witness names for verification steps. 6. Export results to PDF/Excel for daily reports or closeout packages; the export includes photos, signatures, and QR links for record retrieval. 7. Sign-off: obtain digital signatures from contractor, inspector, and client; archive in the CDE and verify the QR code resolves to the final dataset.