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Inspect façade embedded plates and cast-in anchors – Checklist

Inspect façade embedded plates and cast-in anchors with an interactive checklist. Commentable workflow, capture evidence, and export as PDF/Excel for approvals and QA traceability.

Project:

Date:

Filled by:

Pre-Inspection Documentation

1	Confirm latest approved documents and test readiness.
2	Confirm latest IFC, approved shop drawings, and ITP revisions on site; record drawing numbers/revisions; acceptance: documents current; evidence: photos of title blocks and approval stamps.
3	Verify material certificates for plates and anchors (grade and coating) match schedules; acceptance: heat numbers traceable; evidence: upload MTCs and mark-up correlating tags to lots.
4	Check approved method statement and ITP include hold/witness points for survey, NDT, and tests; acceptance: approvals in place; evidence: signed permits and ITP with roles/date.
5	Confirm concrete compressive strength achieved for testing/loads; acceptance: test results $\geq$ specified MPa; evidence: cube/cylinder reports with batch/date uploaded.

Location and Geometry

6	Survey each plate/anchor group with total station; acceptance: X/Y within ± 5 mm of design; evidence: CSV and annotated plan with point IDs.
7	Check top-of-plate elevation using levelling staff; acceptance: elevation within ± 5 mm of design; evidence: survey screenshot and benchmark reference.
8	Verify plate projection/stand-off from finished face using tape/laser; acceptance: ± 3 mm from design; evidence: side-on photo with steel rule.
9	Confirm plate/plinth plumb and face alignment using spirit level and 1 m straightedge; acceptance: ≤ 2 mm deviation per metre; evidence: close-up photos with gauge.
10	Measure spacing and edge distances of anchors/plates; acceptance: no negative deviation from design minima; evidence: marked-up photo with dimensions.
11	Scan for rebar/cover with ferroskan; acceptance: cover and clashes per approved project specifications; evidence: scan output and locations referenced.

Anchors and Embedment	
12	Measure embedment depth of cast-in anchors/channels with depth gauge; acceptance: $\geq$ design embedment; evidence: gauge reading photos and record sheet.
13	Inspect anchor threads (e.g., M16/M20) with thread gauge; acceptance: nut runs full thread by hand; evidence: photo of gauge and nut engagement.
14	Confirm cast-in channel type/grade and compatible T-bolts per datasheet; acceptance: batch/ID match submittal; evidence: labels, datasheets, and lot photos.
15	Check identification tags/markings align with schedule; acceptance: 100% traceable; evidence: tag list cross-referenced to grid/level.
16	Verify bearing under plates (grout/shims) is full and sound; acceptance: ≤ 1 mm gap by feeler gauge; evidence: underside photo before closure.

Welding and Plate Condition	
17	Measure fillet weld size/length with weld gauge per WPS; acceptance: $\geq$ specified size, continuous where required; evidence: photos and WPS reference.
18	Check plate flatness and distortion with straightedge; acceptance: ≤ 2 mm out-of-plane over 300 mm; evidence: measurement photos.
19	Inspect for cracks/porosity/lamination; perform MT/PT where specified; acceptance: no relevant indications; evidence: NDT reports and indication maps.

Corrosion Protection and Isolation	
20	Measure coating/galvanizing DFT with calibrated gauge; acceptance: average $\geq$ specified μm ; evidence: readings, gauge serial, calibration certificate.
21	Repair damaged coatings with approved system; acceptance: overlap ≥ 50 mm and DFT within spec; evidence: before/after photos and batch numbers.
22	Verify isolation between dissimilar metals and concrete with isolators; acceptance: electrical isolation ≥ 1 M Ω ; evidence: multimeter reading and installed pads.

Testing, Survey, and Handover	
23	Perform proof/pull-out tests per ITP; acceptance: test load sustained with residual displacement ≤ 1 mm or as specified; evidence: test graphs and calibrated jack ID.
24	Conduct torque verification on sample fasteners; acceptance: achieves specified N·m without rotation slip; evidence: torque log with wrench ID/calibration.
25	Compile as-built survey of all points; acceptance: dataset complete (ID, X, Y, Z); evidence: exported CSV/PDF and total station file.
26	Apply QR tag to each inspected location linking records; acceptance: code scans to correct entry; evidence: photo with north arrow and scale.
27	Obtain sign-offs from contractor, QA/QC, and façade specialist; acceptance: all signatures and NCRs closed; evidence: signed ITP and closure documents.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect façade embedded plates and cast-in anchors before façade works to ensure every support point is positioned, fixed, and protected as designed. This checklist targets embedded plates, cast-in anchors, and cast-in channels used to carry façade brackets, avoiding misalignment, inadequate embedment, corrosion, and rejected works. It focuses on pre-façade activities only—verifying coordinates, elevations, welds, surface condition, concrete strength, and coating quality—without covering façade panel installation or bracket setting. You will check survey coordinates with a total station, confirm embedment with gauges, validate weld sizes per WPS, and assess coating DFT. Proof loads, torque checks, and NDT are included where required per approved project specifications and authority requirements. Outcomes are clear: compliant supports, credible as-built data, minimized rework, and rapid façade mobilization. Use this interactive checklist to tick inspections, add photos and comments, and export your record as PDF/Excel with a secured QR code for site traceability.	1. Preparation: Gather approved drawings, ITP, method statement, MTCs, and test plans. Prepare total station, levelling staff, depth gauge, weld and DFT gauges, torque wrench, proof-test kit, ferroskan, PPE, and calibrated tools. 2. Preparation: Establish control points/benchmarks and confirm concrete strength test reports meet requirements. Brief the team on tolerances, evidence to capture, and hold/witness points. 3. Preparation: Label intended inspection points on plans. Print or have QR stickers ready for tagging inspected locations. 4. Using the Interactive Checklist: Open interactive mode, select grid/level, and begin ticking items. Add notes and attach photos for each acceptance reading. 5. Using the Interactive Checklist: Log calibrated tool IDs, upload test graphs and CSV survey files, and tag each inspected location with a QR code linked to its record. 6. Sign-Off: Request digital signatures from contractor, QA/QC, and façade specialist once items pass or corrective actions are closed with evidence. 7. Sign-Off: Export the completed, commentable record as PDF/Excel. Archive with drawing references and distribute to stakeholders for façade mobilization.