



Inspect Sunshade Bracket Installation and Fixing Integrity

Inspect sunshade bracket installation and fixing integrity with an interactive checklist, commentable and export as PDF/Excel, to confirm alignment, anchor torque, corrosion protection, and proof tests.

Project:

Date:

Filled by:

Pre-Installation Conditions

1	Confirm latest approved drawings, bracket schedules, and anchor data sheets on site using the document control app; acceptance: current revision only. Evidence: file reference, revision/date stamp, and supervisor signature.
2	Verify substrate material and compressive strength via test report or rebound hammer; acceptance: meets approved project specifications. Evidence: attach test report or rebound readings with location tags.
3	Scan concrete for reinforcement and embedded services at drill locations using a cover meter; acceptance: drilling zones clear per approved project specifications. Evidence: marked no-drill zones and photos.
4	Record ambient temperature and relative humidity with a thermo-hygrometer; acceptance: within anchor system limits per manufacturer. Evidence: logged readings with timestamp.
5	Set up access and fall protection (scaffolds, MEWP, or lifelines) per site safety plan; acceptance: current inspection tags and guardrails/harnesses in place. Evidence: photos of tags and setup.

Bracket Positioning and Alignment

6	Establish control lines with a laser level and mark bracket centres per layout; tolerance: position within ± 3 mm. Evidence: marked layout photo with tape/laser reading.
7	Verify bracket base sits flush to substrate using feeler gauges; tolerance: gaps ≤ 1 mm or shim per drawings. Evidence: recorded shim sizes/locations and close-up photo.
8	Check bracket plumb/level with a spirit level or digital level; tolerance: ≤ 2 mm deviation over 1 m. Evidence: photo of bubble/reading and measurement notes.
9	Measure edge distances and bracket spacing with a steel tape; acceptance: not less than manufacturer minimums. Evidence: three readings per bracket recorded in checklist.
10	Dry-fit sunshade panel to confirm clearances and fixing access; acceptance: no clashes and free movement per shop drawings. Evidence: context photo and notes.

Fixings and Anchors

11	Confirm anchor type, size, corrosion class, and lot match approved submittals; acceptance: exact match. Evidence: photos of packaging labels, batch/expiry, and approval reference.
12	Drill holes with rotary hammer and depth stop to required diameter/depth; acceptance: embedment meets manufacturer requirement. Evidence: measured depth per hole with gauge and recorded values.
13	Clean holes using blow-brush-blow with specified brush size; acceptance: dust-free bore per manufacturer. Evidence: photo of brushes and cleaned hole; record cycle count.
14	Inject chemical adhesive with new static mixer until uniform colour; discard initial extrusions; fill correctly. Acceptance: no voids. Evidence: batch number, ambient temperature, start/end times.
15	Observe gel and full cure times before loading; acceptance: minimum cure met per data sheet. Evidence: timestamps and temperature log attached.
16	Tighten mechanical fasteners with a calibrated torque wrench to specified value; acceptance: torque within manufacturer range. Evidence: torque readings and wrench calibration certificate.
17	Verify embedment and seating: washer fully bearing, threads engaged full nut height; acceptance: no protruding shank gaps. Evidence: macro photo of assembly.

Corrosion Protection and Sealing

18	Apply specified corrosion protection to cut edges and fasteners; measure dry film thickness with a gauge. Acceptance: within manufacturer minimum. Evidence: DFT readings and product batch.
19	Install isolators (pads/sleeves) between dissimilar metals; acceptance: no bare metal contact. Evidence: photo of isolators prior to final tightening.
20	Seal penetrations and bracket perimeters with compatible sealant; tool for water-shedding profile. Acceptance: continuous bead, no pinholes. Evidence: close-up photos.
21	Confirm drainage paths are unobstructed; perform light water test if safe. Acceptance: free runoff, no ponding. Evidence: test photos and notes.

Load Testing and Verification

22	Perform proof pull-out tests on representative anchors with a calibrated hydraulic tester; acceptance: achieve proof load without slip/damage per approved project specifications. Evidence: load-displacement record and calibration certificate.
23	Apply temporary service-equivalent load to bracket cantilever (e.g., sandbags); measure deflection with dial gauge/laser. Acceptance: within design allowable. Evidence: deflection in mm and setup photos.
24	Re-check fastener torque after 24 hours or post-test; acceptance: no loss beyond tolerance. Evidence: re-torque values and comments on any movement.

Documentation and Handover	
25	Capture as-built photos: overall elevation, each bracket, fixings, sealants. Acceptance: clear, geotagged images. Evidence: uploaded files linked to bracket IDs.
26	Assign unique ID to each bracket and update layout coordinates; apply durable QR label. Acceptance: ID traceable to all records. Evidence: photo of tag in place.
27	Record installer/inspector names, date/time, anchor batch numbers, tools used. Acceptance: all mandatory fields complete. Evidence: digital signatures captured in app.
28	Close out snags; document corrective actions and re-inspection. Acceptance: status "closed" with before/after photos and approvals. Evidence: issue log export.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Inspect sunshade bracket installation and fixing integrity to ensure every bracket is positioned, anchored, and protected for long-term performance. This inspection checklist targets solar shading supports, louvre brackets, and their fixing hardware, focusing on alignment, edge distances, embedment, torque, corrosion control, and documented proof testing. The scope covers concrete-substrate brackets and their fasteners only, from setting-out to final verification; it excludes panel fabrication quality, glazing systems, and structural redesign. By following these steps, you avoid common failures such as misaligned brackets causing binding, under-embedded or dusty anchors reducing capacity, dissimilar-metal corrosion, and incomplete records delaying handover. Outcomes include compliant placement, verified anchor integrity under cantilever loads, watertight detailing, and complete traceability with photos, batch numbers, and signatures. Start in interactive mode to tick items, add comments for nonconformities, upload evidence, and export the finished report as PDF or Excel with an embedded QR link for quick authentication and field retrieval.	1. Preparation: Gather approved drawings, anchor data sheets, calibrated torque wrench, depth gauge, cover meter, thermo-hygrometer, DFT gauge, pull-tester, sealant tools, PPE, and ensure safe access per site plan. 2. Start Interactive Checklist: Open the checklist on your device, enable interactive mode, select the work area/bracket ID, and proceed item-by-item with photos, readings, and batch numbers. 3. Record Evidence: Attach geotagged photos, enter measurements (mm, kN, °C, %RH), and link calibration certificates. Use comments to flag nonconformities and assign corrective actions. 4. Resolve Issues: Update comments with corrective evidence, re-inspect affected items, and change statuses from open to closed when acceptance criteria are met per project specifications. 5. Export and Share: Generate a PDF/Excel export including photos, signatures, and timestamps. The export embeds a QR code for on-site verification and quick retrieval. 6. Sign-Off: Capture digital signatures from installer, inspector, and client, then archive the checklist in the project folder for traceability and future maintenance reference.