

CONSTRUCTION & FIELD OPS QUALITY TEMPLATE

Construction Quality Inspection Checklist

Inspect approved materials, dimensions, structural and MEP work, waterproofing, finishes, testing, defects, rework, and acceptance evidence.

PROJECT / LOCATION

INSPECTION DATE

INSPECTOR

APPROVER

1. Inspection setup, scope, standards, and approved information

- 1 Confirm the project, work package, inspection date, location, contractor, inspector, responsible supervisor, quality representative, and approver.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Use the exact work package and location references that will appear in the project quality records.

- 2 Define the activities, trades, areas, lots, components, and interfaces included in the quality inspection.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Record excluded areas so the inspection scope is clear and repeatable.

- 3 Verify current approved drawings, specifications, method statements, inspection and test plans, quality plans, and relevant revisions are available.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Check revision numbers at the workface, not only in the site office.

- 4 Confirm required samples, mock-ups, benchmarks, material approvals, technical submittals, and acceptance criteria are approved before inspection.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Confirm acceptance criteria before inspecting workmanship.

- 5 Review previous quality findings, nonconformance reports, rejected inspections, rework, outstanding defects, and overdue corrective actions.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Use repeat defects to target high-risk trades, locations, and interfaces.

- 6 Capture the inspection start time, geo-location, and approved reference photos for each inspected work area or completed element.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Take reference photos before work is covered or altered.

2. Material approval, receiving, storage, and traceability

- 7 Verify installed or prepared materials match the approved submittal, specification, manufacturer, grade, type, finish, and approved sample.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Compare product labels and certificates with the approved submittal.

- 8 Confirm delivery records, certificates, test reports, batch numbers, heat numbers, warranties, and other required traceability information are available.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Keep batch or heat traceability where the specification requires it.

- 9 Inspect received materials for damage, contamination, moisture, corrosion, deformation, expiry, incorrect labelling, or unsuitable condition.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Inspect storage conditions before accepting material condition.

- 10 Verify materials are stored, protected, segregated, elevated, covered, ventilated, or temperature-controlled as required by the product and specification.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Follow manufacturer storage limits for moisture-, UV-, or temperature-sensitive products.

- 11 Confirm rejected, expired, damaged, unapproved, or quarantined materials are clearly identified and prevented from installation.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Quarantine material physically, not only in paperwork.

- 12 Trace sampled installed materials back to approved records, delivery evidence, inspection status, batch details, and the exact installed location.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Link sampled installed material to delivery and approval evidence.

3. Setting out, dimensions, levels, alignment, and tolerances

- 13 Verify setting-out points, benchmarks, grid lines, reference levels, survey controls, and control dimensions are current and protected.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Use stable benchmarks and protect them throughout the work.

- 14 Check sampled dimensions, levels, plumb, line, alignment, spacing, clearances, slopes, and positions against approved drawings and specified tolerances.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Measure representative critical points, not only easily accessible locations.

- 15 Confirm penetrations, openings, embeds, sleeves, inserts, anchor positions, and interfaces are correctly located before work is concealed or cast.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Coordinate openings and embeds before concrete or closure.

- 16 Verify survey instruments, measuring devices, levels, gauges, or templates used for acceptance are suitable and within required calibration or verification status.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Record the device or method used for critical acceptance measurements.

- 17 Record actual measurements for sampled critical dimensions and compare them with the specified nominal value and allowable tolerance.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Write actual readings instead of only marking pass or fail.

- 18 Confirm out-of-tolerance work is identified, assessed, corrected, accepted by approved concession, or isolated before dependent work proceeds.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Do not conceal out-of-tolerance work before disposition is approved.

4. Structural, concrete, reinforcement, masonry, and civil quality

- 19 Inspect reinforcement size, spacing, cover, laps, couplers, cleanliness, supports, fixing, starter bars, and approved detailing before concrete placement.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Inspect reinforcement and formwork before concrete placement.

- 20 Check formwork line, level, dimensions, stability, joints, release treatment, openings, chamfers, cleanliness, and embedded items before casting.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Retain batch, sample, test, and curing evidence with the pour record.

- 21 Verify concrete delivery, mix identification, placement, compaction, sampling, testing, curing, finishing, temperature, and protection records meet project requirements.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Check both workmanship and test acceptance before releasing follow-on work.

- 22 Inspect hardened concrete for dimensions, level, honeycombing, cracking, spalling, surface defects, exposed reinforcement, repairs, and required test acceptance.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Use approved repair methods for structural defects.

- 23 Check masonry or blockwork for approved material, bonding, joint thickness, line, level, plumb, reinforcement, ties, openings, lintels, and interface detailing.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Sample corners, openings, junctions, and repetitive wall sections.

- 24 Confirm civil and structural defects, repairs, test failures, or nonconforming elements are recorded and accepted before loading, covering, or follow-on work.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Separate cosmetic repair from structural or performance-related defects.

5. MEP installation quality, coordination, testing, and access

- 25 Verify MEP equipment, piping, ductwork, containment, cable routes, fixtures, supports, hangers, and accessories match approved coordinated drawings and specifications.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Inspect services before ceilings and walls close access.

- 26 Check installation alignment, spacing, fixing, support intervals, vibration control, insulation, identification, protection, and workmanship at sampled locations.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Check maintainability as well as installation appearance.

- 27 Confirm services maintain required access, maintenance clearance, fire stopping, separation, slope, drainage, flexibility, and coordination with structure and finishes.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Verify coordination at congested service zones and penetrations.

- 28 Verify concealed MEP work has required inspections, pressure tests, continuity tests, flushing, cleaning, torque checks, or other acceptance evidence before closure.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Link concealed-work approval to exact locations.

- 29 Check equipment orientation, nameplate data, connection details, valves, dampers, access panels, sensors, controls, and serviceability against approved requirements.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Check access panels and maintenance clearances before finishes are completed.

- 30 Record clashes, damaged services, incomplete testing, inaccessible equipment, missing identification, or installation defects before commissioning or concealment.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Do not allow commissioning to hide incomplete installation quality.

6. Waterproofing, roofing, facade, and building-envelope quality

- 31 Verify substrates are clean, dry, sound, correctly sloped, repaired, prepared, and released before waterproofing, roofing, sealant, or facade work begins. QUALITY CHECK
- Compliant Needs attention Quality failure N/A

Execution tip: Inspect substrate condition before applying waterproofing or sealant.

- 32 Check membranes, coatings, flashings, laps, terminations, upstands, penetrations, corners, drains, sealants, fixings, and interfaces against approved details. CRITICAL QUALITY CHECK
- Compliant Needs attention Quality failure N/A

Execution tip: Pay special attention to penetrations, corners, terminations, and drainage points.

- 33 Confirm waterproofing or envelope materials match approved products, thicknesses, coverage rates, curing conditions, and manufacturer installation requirements. CRITICAL QUALITY CHECK
- Compliant Needs attention Quality failure N/A

Execution tip: Verify installed thickness or coverage when the system requires it.

- 34 Inspect facade, glazing, cladding, roofing, joints, insulation, weather seals, and drainage paths for alignment, fixing, continuity, damage, and workmanship. CRITICAL QUALITY CHECK
- Compliant Needs attention Quality failure N/A

Execution tip: Check interface continuity between separate facade or roof systems.

- 35 Verify flood tests, water tests, adhesion tests, pull-out tests, hose tests, or other specified envelope tests are completed with acceptable results. CRITICAL QUALITY CHECK
- Compliant Needs attention Quality failure N/A

Execution tip: Retain test results and failure locations with the inspection record.

- 36 Confirm completed waterproofing and envelope work is protected from puncture, impact, contamination, traffic, and follow-on construction until safely covered or handed over. QUALITY CHECK
- Compliant Needs attention Quality failure N/A

Execution tip: Protect approved membranes before follow-on trades enter the area.

7. Finishes, fit-out, joinery, doors, flooring, and painting

- 37 Inspect substrates, screeds, plaster, partitions, ceilings, and preparation work for dryness, level, flatness, cleanliness, adhesion, and readiness for finishes.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Use approved mock-ups and samples as the visual benchmark.

- 38 Check tiles, flooring, stone, ceilings, wall finishes, paint, coatings, and decorative work for approved material, pattern, colour, alignment, joints, level, and finish.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Inspect finishes under realistic lighting where appearance matters.

- 39 Verify doors, frames, ironmongery, glazing, joinery, cabinets, counters, fixtures, and fittings are correctly positioned, secure, aligned, operational, and undamaged.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Check operation and clearances for doors, hardware, and fitted items.

- 40 Inspect finished surfaces for scratches, chips, cracks, stains, uneven colour, lippage, poor joints, visible repairs, contamination, or other workmanship defects.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Photograph recurring workmanship defects for trend review.

- 41 Confirm sealants, trims, movement joints, junctions, edges, interfaces, and terminations are complete, neat, compatible, and consistent with approved details.

CRITICAL

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Inspect junctions and terminations where defects often concentrate.

- 42 Verify completed finishes are cleaned, protected, labelled where required, and kept free from damage by following trades before final acceptance.

QUALITY CHECK

Compliant

Needs attention

Quality failure

N/A

Execution tip: Protection should remain until risk from following trades has passed.

8. Inspection and test plans, hold points, records, and acceptance

- 43
Verify required inspection requests are raised at the correct stage and before work is covered, energised, backfilled, loaded, commissioned, or handed over.
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Raise inspections before work becomes inaccessible.
- 44
Confirm hold points, witness points, surveillance points, first-off inspections, benchmarks, and required approvals are completed before work advances.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Hold points must be formally released before continuing.
- 45
Review inspection results, test reports, laboratory results, calibration records, certificates, and quality documents for completeness, acceptance, and traceability.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Match test reports to the exact material, element, or system inspected.
- 46
Check inspection records identify the correct location, drawing revision, work package, contractor, date, inspector, result, and supporting evidence.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Reject incomplete records that cannot be traced to a location.
- 47
Verify rejected inspections, failed tests, missing records, or incomplete approvals are clearly linked to the affected work and not reported as accepted.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Do not treat a failed test as closed without documented disposition.
- 48
Confirm quality records are organised and available for turnover, commissioning, completion dossiers, warranties, as-built documentation, and final handover.
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Build turnover records progressively instead of at project closeout.

9. Defects, nonconformance, rework, protection, and closeout

- 49** Identify visible defects, incomplete work, nonconforming workmanship, damaged elements, missing items, and quality risks across the inspected area. QUALITY CHECK

Compliant Needs attention **Quality failure** N/A

Execution tip: Record the requirement that was not met, not only the visible symptom.
- 50** Confirm every significant nonconformance is recorded with location, description, requirement, evidence, responsible party, disposition, and required action. CRITICAL QUALITY CHECK

Compliant Needs attention **Quality failure** N/A

Execution tip: Use location-based evidence so defects can be found again quickly.
- 51** Verify rework, repair, replacement, concession, or use-as-is decisions are authorised by the required technical and quality authority before closure. CRITICAL QUALITY CHECK

Compliant Needs attention **Quality failure** N/A

Execution tip: Require technical approval for deviations from the original requirement.
- 52** Check repaired or reworked items are reinspected using the same acceptance criteria and supported by new evidence, tests, or measurements where required. CRITICAL QUALITY CHECK

Compliant Needs attention **Quality failure** N/A

Execution tip: Reinspect repaired work rather than closing from a written comment.
- 53** Confirm completed and accepted work is protected from damage, contamination, moisture, impact, traffic, weather, or interference until handover. CRITICAL QUALITY CHECK

Compliant Needs attention **Quality failure** N/A

Execution tip: Protect accepted work from repeat damage.
- 54** Review punch-list, snagging, outstanding works, documentation gaps, cleaning, protection, and readiness for area or system handover. QUALITY CHECK

Compliant Needs attention **Quality failure** N/A

Execution tip: Separate completion defects from missing handover documentation.

10. Findings, corrective actions, verification, and sign-off

- 55
Calculate the overall construction quality result and summarize critical failures, recurring defects, rejected work, test issues, and affected areas or trades.
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Separate immediate containment from permanent corrective action.
- 56
Create immediate containment for every critical quality failure that could be concealed, repeated, damaged, loaded, commissioned, or passed to another trade.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Stop concealment or follow-on work when the defect could be hidden.
- 57
Assign each finding an owner, priority, due date, root-cause requirement, corrective action, reinspection requirement, and closure evidence rule.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Use short deadlines for quality risks affecting active production.
- 58
Escalate overdue, repeated, high-cost, safety-related, structural, waterproofing, commissioning, or handover-critical quality issues to the required management level.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Escalate defects that threaten structure, watertightness, commissioning, or handover.
- 59
Verify closure through reinspection, measurement, approved repair, test evidence, photographs, technical approval, document correction, or repeat audit.
CRITICAL
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Closure evidence should prove the requirement is now met.
- 60
Record the final inspection decision, accepted work, remaining restrictions, next inspection or review date, inspector, contractor representative, approver, date, time, and sign-off.
QUALITY CHECK

Compliant
Needs attention
Quality failure
N/A

Execution tip: Record remaining restrictions before signing off the inspection.

RUN THIS CHECKLIST DIGITALLY

Turn construction quality defects into accountable correction and verified acceptance

Capture quality evidence, assign corrective actions, verify rework, and compare recurring defects in Taqtics.

Try Quality Inspections in Taqtics