

CONSTRUCTION & FIELD OPS PROGRESS TEMPLATE

Work Progress Inspection Checklist

Inspect planned versus actual progress, workforce readiness, quantities, resources, quality approvals, constraints, recovery actions, and evidence-backed reporting.

PROJECT / LOCATION

REPORTING PERIOD

INSPECTOR

APPROVER

1. Inspection setup, project scope, and progress baseline

- 1 Confirm the project, work package, inspection date, reporting period, work zone, contractor, inspector, responsible supervisor, and approver.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use one reporting period and one agreed progress baseline so planned-versus-actual comparisons stay consistent.

- 2 Define the activities, trades, locations, milestones, quantities, and interfaces included in the progress inspection.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Record excluded workfronts so reported completion is not overstated.

- 3 Verify the current approved construction programme, look-ahead plan, drawings, specifications, method statements, and work package requirements are available.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Confirm the programme revision and reporting cut-off date before measuring progress.

- 4 Record the planned percentage complete, previous reported progress, current target, and any agreed recovery commitment for the inspected scope.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use previous constraints to target workfronts most likely to slip again.

- 5 Review previous progress findings, unresolved constraints, quality holds, safety restrictions, access issues, material shortages, and overdue actions.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Separate accepted completed work from partially complete or reworked activity.

- 6 Capture the inspection start time, geo-location, and approved reference photos showing the current condition of each inspected workfront.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Take reference photos from repeatable positions where practical.

2. Programme, drawings, approvals, and work prerequisites

- 7 Confirm the inspected activity is scheduled to be in progress during the current reporting period and matches the approved sequence of work.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Check revision status at the workplace, not only in the project office.

- 8 Verify the latest approved drawings, revisions, specifications, shop drawings, and technical submissions are being used at the workfront.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Treat missing predecessor release as a progress constraint even when labour is present.

- 9 Confirm required permits, inspections, approvals, clearances, surveys, setting-out records, and release notes are complete before work proceeds.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Link every approval delay to the activity and milestone it affects.

- 10 Check predecessor activities are sufficiently complete and accepted so the current work can proceed without avoidable rework or disruption.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Verify temporary works and access are actually usable, not merely planned.

- 11 Verify temporary works, access arrangements, utilities, isolation requirements, and supporting services needed for the activity are ready.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Record the date information was required and the date it was received.

- 12 Record any approval, design, information, permit, or prerequisite gap that is limiting progress and assign an owner and required resolution date.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Assign one accountable owner for each prerequisite gap.

3. Workfront readiness, access, logistics, and sequencing

- 13 Inspect access routes, working space, laydown areas, lifting routes, storage zones, and temporary facilities needed for the planned work.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Inspect the workfront during normal production conditions.

- 14 Confirm the workfront is clear of conflicting trades, debris, obstructions, unsafe conditions, and incomplete predecessor work.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Look for crews waiting because access, materials, plant, or information are unavailable.

- 15 Verify labour, supervision, subcontractor coordination, specialist support, and required competencies are available for the planned activity.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Review simultaneous work that could restrict each trade's productive area.

- 16 Check materials, consumables, tools, plant, access equipment, and temporary works are available in the correct quantity and condition.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Compare planned crew size with actual productive labour on site.

- 17 Confirm deliveries, crane slots, hoist access, traffic controls, permits, and logistics windows support the planned sequence without avoidable waiting.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Include lifting and logistics restrictions in progress risk reviews.

- 18 Identify interface conflicts between trades or work zones and confirm the sequence, ownership, and timing for resolving them.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Resolve interface ownership before the next shift or work period where possible.

4. Civil, structural, and building-envelope progress

- 19 Measure completed quantities for excavation, foundations, concrete, steel, blockwork, roofing, facade, or other relevant civil and structural activities.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Measure physical completed work rather than relying only on contractor percentages.

- 20 Compare actual completed quantities and locations with the approved programme, drawings, planned milestones, and previous progress record.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use approved inspection status to distinguish complete from merely installed.

- 21 Verify completed structural work has the required inspections, test results, approvals, and release status before dependent work proceeds.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Do not count rejected or unapproved work as completed progress.

- 22 Check partially completed areas are protected from damage, weather, loading, contamination, or interference by following trades.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Check interfaces before dependent trades mobilise.

- 23 Confirm incomplete, rejected, or reworked civil and structural items are clearly identified and excluded from claimed completed progress.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Photograph representative completed and incomplete areas.

- 24 Record constraints affecting structural or envelope progress, including design changes, inspections, curing, access, materials, equipment, weather, or manpower.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Link each major constraint to the affected quantity or location.

5. MEP services and installation progress

- 25 Inspect mechanical, electrical, plumbing, fire-protection, controls, and other service installations against the current coordinated drawings and programme.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use coordinated drawings to avoid counting installations that will require relocation.

- 26 Measure installed quantities, completed areas, equipment placements, containment, piping, cabling, ductwork, supports, and terminations where applicable.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Separate installed, tested, commissioned, and accepted status in progress reporting.

- 27 Verify required embedded items, sleeves, openings, builders' work, access zones, and service clearances are complete before follow-on installation.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Check concealed services before ceilings, walls, or finishes close access.

- 28 Confirm installed services are protected, labelled where required, and not damaged, obstructed, or compromised by subsequent construction work.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Record incomplete builders' work that is blocking service installation.

- 29 Check inspection requests, pressure tests, continuity tests, flushing, commissioning prerequisites, and other required records are progressing with the installation.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Track test failures separately from installation quantity.

- 30 Record coordination clashes, missing information, procurement delays, access restrictions, or testing issues that could affect MEP milestones.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Flag long-lead equipment risk before it reaches the required-on-site date.

6. Finishes, fit-out, and workmanship progress

- 31 Inspect partitions, ceilings, flooring, joinery, painting, doors, fixtures, finishes, and fit-out activities against the approved scope and current programme.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use room, zone, floor, or elevation references so finish progress can be verified later.

- 32 Measure completed areas or quantities and distinguish finished, partially finished, snagged, rejected, and not-started work.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Do not count snagged or rejected work as fully complete where acceptance is required.

- 33 Verify substrates, preceding trades, environmental conditions, samples, mock-ups, approvals, and material batches are ready before finish work begins.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Check protection measures before opening finished areas to other trades.

- 34 Check completed finishes are protected from damage, moisture, dust, traffic, impact, and contamination by following activities.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Compare actual output with the production rate needed for the milestone.

- 35 Confirm visible defects, incomplete details, damaged finishes, and workmanship issues are recorded and excluded from accepted completion where appropriate.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Photograph recurring workmanship issues to support corrective actions.

- 36 Record dependencies affecting fit-out progress, including late services, access, material delivery, design decisions, specialist attendance, or client approvals.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Separate design-selection delays from contractor productivity issues.

7. Materials, plant, labour, and resource availability

- 37 Compare planned versus actual labour by trade, shift, workforce, and key activity for the reporting period.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Compare resource availability with the next two to four weeks of planned work.

- 38 Verify critical materials are approved, ordered, delivered, inspected, stored correctly, and available in time for the planned sequence.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Track critical materials by required-on-site date, not only purchase-order date.

- 39 Check long-lead items, specialist equipment, temporary works, plant, lifting equipment, access systems, and consumables against upcoming milestones.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Review actual equipment uptime and utilisation where plant constrains production.

- 40 Confirm damaged, rejected, quarantined, missing, or incorrectly specified materials are not counted as available productive resources.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Differentiate headcount on site from productive labour at the inspected workforce.

- 41 Review plant downtime, equipment breakdowns, low utilisation, labour shortages, absenteeism, supervision gaps, or productivity constraints affecting output.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Record rejected materials as unavailable until formally released.

- 42 Record each significant resource shortfall with its impact, responsible owner, required action, and recovery date.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Escalate resource gaps early enough for a realistic recovery response.

8. Quality inspections, tests, hold points, and acceptance

- 43 Verify completed work has the required inspection requests, checklists, test results, approvals, and quality records for the claimed stage of completion.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Match inspection and test status to the exact claimed progress stage.

- 44 Confirm hold points, witness points, mock-ups, samples, benchmarks, and first-off approvals are completed before repetitive work advances.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Do not allow closure or concealment to hide incomplete quality checks.

- 45 Review nonconformance reports, rejected inspections, defects, failed tests, and rework that are preventing work from being accepted as complete.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Trend repeated rejected inspections by trade, location, or cause.

- 46 Check quality records can be traced to the exact location, activity, drawing revision, material, test, and responsible contractor.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use hold-point release as an objective milestone where appropriate.

- 47 Verify completed work is not concealed, closed up, energised, backfilled, or handed over before required inspections and acceptance are complete.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Keep evidence linked to the location and drawing revision.

- 48 Record outstanding quality approvals and confirm their effect on current progress, downstream activities, milestone dates, and handover readiness.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Treat unresolved nonconformance as a progress and handover risk.

9. Delays, constraints, variations, and recovery actions

- 49
Identify activities that are behind plan, forecast to miss a milestone, blocked, stopped, resequenced, or progressing below the required production rate.
PROGRESS CHECK

On track
At risk
Blocked
N/A

Execution tip: Separate the immediate delay from the underlying cause.
- 50
Record the cause of each significant delay or constraint, including design, approval, access, safety, quality, labour, plant, material, weather, or interface issues.
CRITICAL PROGRESS CHECK

On track
At risk
Blocked
N/A

Execution tip: Record first-known date, owner, affected workfront, and forecast impact.
- 51
Confirm instructions, variations, change notices, RFIs, claims notifications, and scope changes affecting progress are documented and traceable.
CRITICAL PROGRESS CHECK

On track
At risk
Blocked
N/A

Execution tip: Distinguish excusable change events from internal productivity constraints in project records.
- 52
Assess whether current constraints affect the critical path, near-critical activities, key interfaces, handover dates, or contractual milestones.
CRITICAL PROGRESS CHECK

On track
At risk
Blocked
N/A

Execution tip: Review whether resequencing transfers risk to another workfront.
- 53
Verify recovery actions have clear owners, resources, target dates, revised sequencing, extended working arrangements, or other practical measures where required.
CRITICAL PROGRESS CHECK

On track
At risk
Blocked
N/A

Execution tip: Recovery actions should include measurable output or milestone targets.
- 54
Review previous recovery commitments and confirm whether planned actions were completed and produced the expected improvement in progress.
PROGRESS CHECK

On track
At risk
Blocked
N/A

Execution tip: Check whether previous recovery promises actually changed the production trend.

10. Progress measurement, reporting, actions, and sign-off

- 55 Calculate actual progress for the inspected scope using the approved measurement method and reconcile it with site evidence and completed quantities.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Use the same measurement rules across reporting periods.

- 56 Compare planned versus actual progress, previous period progress, forecast completion, and milestone status for the work package.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Reconcile contractor claims with inspection evidence before sign-off.

- 57 Summarize completed work, work in progress, blocked work, quality holds, safety restrictions, key constraints, and major changes since the previous review.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Summarize only material constraints that affect output, milestones, or handover.

- 58 Assign each progress gap or critical constraint an owner, priority, due date, recovery action, escalation requirement, and closure evidence rule.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Set short deadlines for immediate workfront blockers.

- 59 Verify reported progress is supported by location-based photos, quantities, inspection records, approvals, delivery evidence, and other required proof.

CRITICAL

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Retain progress photos and quantity evidence with the inspection record.

- 60 Record the final inspection decision, agreed progress status, recovery commitments, next review date, inspector, contractor representative, approver, date, time, and sign-off.

PROGRESS CHECK

On track

At risk

Blocked

N/A

Execution tip: Record unresolved restrictions and the next review date before closing the inspection.

RUN THIS CHECKLIST DIGITALLY

Turn progress gaps into accountable recovery and verified closure

Track workfront evidence, constraints, owners, commitments, escalation, and progress recovery in Taqtics.

[Try Work Progress in Taqtics](#)