

Formwork Inspection Checklist

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Installed formwork and associated falsework for ordinary cast-in-place slabs, pad footings and strip footings, before loading/concrete placement against project temporary-works documents.

Excluded: Temporary-works design/capacity calculations, independent design certification, complex suspended falsework, bridges/highways special provisions, jump/slip/travelling forms, major lift design, prestressing, demolition/stripping/load release and whole-pour release.

Use and project setup

Project field: Project / contractor _____

Project field: Element / formwork zone _____

Project field: Pour or lot reference _____

Project field: Inspection date _____

Project field: Temporary-works drawing / revision _____

Project field: Formwork system identifier _____

Before inspection: Element, formwork zone, pour/lot and system identifier — Makes the inspected assembly/configuration traceable.

Before inspection: Approved temporary-works drawings, system details and revision — Defines installed arrangement and inspection basis.

Before inspection: Design assumptions, support evidence and required independent check records — Allows checking that documents match visible conditions without recalculating capacity.

Before inspection: Structural/formwork geometry and project dimensional criteria — Provides project dimensions and tolerances for measurements.

Before inspection: Current pour method, access/SWMS and change-control procedure — Connects inspection to placement, loads, safe access and field-change escalation.

How to use

1. Define assembly boundary and gather controlled drawings, system instructions, structural interfaces, pour method and safety plan.
2. Inspect installed configuration and interfaces at work location; record component IDs and measurements against cited documents.
3. Keep design/check evidence separate from observations; do not infer capacity visually.
4. If system, support, loading, geometry or access differs from documents, identify change and refer under project change control.
5. Transfer any release decision to assigned authority and contractual ITP; this checklist does not authorize stripping.

Important: Blank field checklist for project adaptation. Use actual approved documents and project acceptance criteria. Record only observations made. This is not design approval, a temporary-works certificate, contractual Hold/Witness Point release, or permission to place, strip or load.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-01 Work package documents and design-check status

What to observe	Identify element/boundary, current temporary-works drawings, design revision, erection sequence and required independent check/submission records.
How to check	Compare work area with controlled document register; verify status and that check records apply to actual system/configuration.
Acceptance basis	Use project temporary-works procedure, approved drawings, specification and contract points; cite design/check status without treating field inspection as design approval.
Reference to verify	Controlled temporary-works register, approved drawings, project procedure and required design/check records.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
element / formwork zone	_____
drawing / rev	_____
design-check record ref	_____
open query / response	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-02 System components and visible condition

What to observe	Observe form face/framing, proprietary components, ties/connectors and reused parts for damage, deformation, corrosion, omissions or unapproved mixed systems.
How to check	Walk accessible faces and compare system identifiers/components with approved drawings, supplier details and inspection points.
Acceptance basis	Use approved project system/component schedule; damaged/reused component criteria come from project designer/manufacture.
Reference to verify	Approved system/component schedule, manufacturer instructions and project condition/disposition criteria.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
system / component ID	_____
location / condition	_____
detail / drawing ref	_____
photo / disposition ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-03 Bearing, support and founding interface

What to observe	Observe base plates, sole plates, bearers, props and actual ground/slab contact, including settlement, voids, disturbance or unplanned load transfer.
How to check	Inspect support points against approved details and project ground/floor information; record location and movement signs.
Acceptance basis	Use project design assumptions, approved support/founding detail and required ground/slab verification; no bearing capacity or prop load is set.
Reference to verify	Approved support/founding details, design assumptions and project ground/slab verification.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
support ID / location	_____
bearing detail ref	_____
contact / movement	_____
verification / direction ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-04 Line, level, dimensions and formed profile

What to observe	Check installed form surface/edges against element geometry and setting-out information, including openings/steps in this package.
How to check	Measure project-designated points with identified instruments; record readings, grid/offset and drawing/detail.
Acceptance basis	Use approved structural/formwork drawings and project tolerances; do not use generic dimensional limits.
Reference to verify	Approved structural and formwork drawings and project dimensional criteria.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
grid / point	_____
criterion / drawing ref	_____
instrument / method	_____
actual / unit / recheck	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-05 Joints, sealing and concrete-loss paths

What to observe	Inspect panel joints, corners, stop-ends, kickers, penetrations and closures for gaps, movement paths and sealing per approved detail/method.
How to check	Visually inspect joints and compare materials/detail with temporary-works drawings and pour method; photograph suspected leakage paths.
Acceptance basis	Use approved project joint/sealing detail and placement method; no generic gap limit or sealant prescription applies.
Reference to verify	Approved joint/sealing details and concrete placement method.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
joint / location	_____
detail / material ref	_____
seal condition	_____
repair / recheck ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-06 Bracing, ties, connections and restraint fit

What to observe	Observe braces, ties, wedges, pins, clamps and connections for presence, orientation/engagement and visible damage against approved arrangement.
How to check	Inspect drawing-identified points; compare component and installation with system instructions/project erection details.
Acceptance basis	Use approved temporary-works design and manufacturer/project details; do not infer spacing, torque, capacity or allowable deflection.
Reference to verify	Approved bracing/tie/connection details and applicable system installation instructions.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
connection / location	_____
system detail ref	_____
engagement / defect	_____
direction / recheck ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-07 Cast-in openings and interface coordination

What to observe	Check voids, block-outs, stop-ends or form interfaces shown on coordinated project drawings and within formwork package.
How to check	Compare with current structural/coordination details; verify secure fixing and no unapproved cuts/alterations to system.
Acceptance basis	Use approved coordinated drawings and temporary-works details; field-cut penetrations require approvals set by project design process.
Reference to verify	Approved coordination/opening drawings and temporary-works alteration details.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
opening / grid	_____
coordination drawing ref	_____
position / dimensions	_____
response / recheck ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-08 Access, edge protection and work-stage safety interface

What to observe	Observe access route, working platform, edge/opening protection and safe arrangement relevant to inspecting/placing concrete.
How to check	Compare visible access/protection with project SWMS, work-at-height and temporary-works plans; refer hazards to site safety process.
Acceptance basis	Apply site safety plan and jurisdictional WHS requirements; checklist does not certify a platform, edge protection or SWMS.
Reference to verify	Site SWMS, access/work-at-height plans and applicable jurisdictional WHS requirements.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
zone / access point	_____
SWMS / plan ref	_____
hazard / reported role	_____
correction evidence	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

FW-09 Placement-stage loads, access and change control

What to observe	Confirm planned placement sequence, access and equipment are covered by current approved temporary-works/method documents; identify field changes.
How to check	Review method with responsible site role and compare planned sequence/equipment/configuration to documented design assumptions.
Acceptance basis	Use approved sequence and assumptions; no allowable load, pour rate, concrete pressure or vibration criterion is supplied.
Reference to verify	Approved placement method, temporary-works assumptions and written change review.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
method revision	_____
design assumption ref	_____
equipment / sequence	_____
change approval ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Issues and corrective action

Project: _____ Location / room / element: _____ Inspection date: _____

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Formwork inspection handover

Project: _____ Location / room / element: _____ Date: _____

Field inspection handover status

- ☐ Field observations recorded
- ☐ Action / recheck outstanding
- ☐ Temporary-works review required

This records the field inspection handover only. It is not design certification, authorization to pour, a Hold Point release, or permission to strip/load. Transfer the completed inspection and outstanding issues to the project-assigned temporary-works/project release process.

Handover roles and references

Field inspector name / role / date _____
Receiving temporary-works or project role / date _____
Open design query, NCR or change approval reference _____

Field inspector record

- Field inspector name/role/date _____
- Formwork zone/system and inspected configuration _____
- Observed condition, measurements and evidence refs _____

Design check record

- Temporary-works design and revision _____
- Designer and independent checker roles/identities _____
- Design assumptions and support evidence references _____
- Written change reassessment/approval reference _____

Project / contractual release record

- Project/temporary-works release role assigned by contract _____
- Decision scope and stage _____
- Decision status and conditions _____
- Date/time and ITP/control-point/notice reference _____

Role boundary: Field inspector records installed condition. Designer/checker owns design and required independent check; project role owns release. The checklist cannot certify capacity, alter design, release a Hold Point, or authorize placement, stripping or loading.

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

Cavoren cast-in-place concrete baseline

Role: Topic and sequence context only; not a project specification or independent technical authority.

Locator: Original proposed concrete baseline rows CON-01 to CON-08

Source URL: <https://itp.cavoren.net/templates/concrete/>

Queensland TMR MRTS70 Concrete, July 2022

Role: Topic guidance only for concrete/formwork interface. Queensland transport/infrastructure contract criteria are not universal building requirements.

Locator: Sections 15.5–15.9 (formwork/falsework, reinforcement, placement/compaction, early loading).

Source URL: https://www.tmr.qld.gov.au/_/media/busind/techstdpubs/specifications-and-drawings/specifications/2-bridges-and-structures/mrts70.pdf?extension=pdf&hash=BD4A48371C386F32622F6862572AA56A&rev=24517261eac44ddb86310c7980172050&sc_lang=en&size=1730809

Safe Work Australia, Guide to formwork, July 2014

Role: Safety interface guidance only. It does not replace temporary-works design, project acceptance criteria, jurisdiction-specific WHS advice or release.

Locator: PDF pages 1–4: formwork/falsework definitions, Design, formwork drawings, system components, erection/use safety and access prompts.

Source URL: <https://www.safeworkaustralia.gov.au/system/files/documents/1703/guide-formwork.pdf>