

Structural Steel Erection and Alignment Inspection Record

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

Scope

Included: Receipt to placement identity, site erection observation, connection/progress status, survey reference and handover interfaces for ordinary structural steel erection.

Excluded: Lift engineering, crane selection, rigging or temporary-works design, authorization to lift, structural capacity assessment, propping/bracing design, grout/concrete criteria, or permission to remove temporary supports.

Use and project setup

Project field: Project / package _____

Project field: Erection zone / grid / level _____

Project field: Approved erection drawing / sequence revision _____

Project field: Member marks / delivery lot _____

Project field: Temporary works reference _____

Project field: Survey / instrument evidence ref _____

Project field: Inspector / erection supervisor roles _____

Project field: Open NCR / interface ref _____

Before inspection: Approved erection drawings, sequence and member schedule — Defines member identities, locations, orientation, connection interfaces and project sequence.

Before inspection: Approved temporary works and stability information — Identifies the responsible designer, required temporary restraint/bracing and control of alteration/removal; this form does not create that design.

Before inspection: Project lifting and access controls — Establishes the separate lift plan, permits and safety controls that must be in force before erection; not a release authority supplied by this checklist.

Before inspection: Connection, grout and survey criteria — Provides approved installation interfaces, project-defined measurement criteria and separate records where those activities are in scope.

Before inspection: Inspection stages, responsibility and handover matrix — Assigns who records, checks, reviews, observes or releases each contractual stage.

How to use

1. Confirm the approved erection package, drawing revisions, member schedule and temporary-works documents for the actual zone.
2. Verify member identity and orientation from physical marks and controlled delivery/material records before recording the installed location.
3. Record actual site observations about position, connection completion and temporary restraint only against the approved documents and assigned stage.
4. Keep lift plan, rigging checks, temporary-works design/checks and permits in their own approved safety/engineering records; reference them where necessary.
5. Record survey readings with units, datum, instrument and source file only where project criteria require survey; leave assessment pending if the acceptance basis is absent.
6. Use the repeat log per member or defined erection event, and carry unresolved stability, connection, grout or survey interfaces into the project handover.

Important: This record captures inspection evidence only. It does not plan, design or authorize a lift, certify temporary stability or release temporary bracing. Follow the approved erection/temporary-works documents and assigned project authority.

Inspection record

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

SEI-01 Erection package and sequence readiness

What to observe	Zone boundaries, current erection drawings, member schedule, sequence, interface drawings and assigned inspection/decision roles.
How to check	Review the controlled package against the planned zone and activity; identify superseded details, missing member marks or unclear handover boundaries before recording installation.
Acceptance basis	The records identify the current approved package and project-assigned roles; unresolved drawing/sequence conflicts remain open and are not resolved by field assumption.
Reference to verify	Approved erection drawings and sequence, member schedule, interface register and project inspection/hold-point matrix; cite revisions and zone.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Zone / grid / level	_____
Drawing / sequence revision	_____
Member range / schedule	_____
Assigned roles / interface	_____
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: _____

SEI-02 Member receipt identity and orientation

What to observe	Member mark, source heat/lot where required, delivery record, orientation or end designation and any visible transport damage.
How to check	Compare the physical mark and delivered member to the approved member schedule; link incoming material record and capture damage/location before installation.
Acceptance basis	The member is uniquely matched to the schedule and intended location/orientation; unresolved mark mismatch or damage receives assigned disposition before being treated as complete.
Reference to verify	Approved member schedule, shop/erection drawings, delivery docket and material traceability record; cite member mark and receiving record.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Physical member mark	_____
Delivery / material lot ref	_____
Scheduled location / orientation	_____
Damage / 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: _____

SEI-03 Support and bearing interface observation

What to observe	Actual support/seat/bearing or base interface identity, visible condition, interface material record and project-specified pre-placement items.
How to check	Observe the prepared interface and compare to approved drawings and separate concrete/anchor/grout records where relevant; do not infer bearing capacity or foundation acceptance.
Acceptance basis	The observed interface and references match the project-defined prerequisite and its separate approval record; any missing prerequisite remains pending with the assigned role.
Reference to verify	Approved support/connection details, baseplate/anchor plan, related concrete/grout ITP and project release record; cite detail and related lot.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Support / baseplate mark	_____
Related concrete/anchor record	_____
Observed interface condition	_____
Open prerequisite / role	_____
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: _____

SEI-04 Temporary stability and restraint reference

What to observe	Temporary brace/restraint identifiers, location, approved temporary-works reference and any observed change or missing element.
How to check	Compare what is present to the approved temporary-works design/erection sequence and record document references; do not calculate, select or alter restraints.
Acceptance basis	Observed temporary arrangements can be referenced to the current approved design and project controls. Any deviation or uncertainty is referred; this record grants no stability certification or removal authority.
Reference to verify	Approved temporary-works design/check, erection sequence and project change/permit process; cite drawing/reference, revision and affected members.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Temporary element / location	_____
Approved design / revision	_____
Observed change / concern	_____
Notification / decision 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: _____

SEI-05 Member position, plumb and survey evidence

What to observe	Survey point/mark, datum, instrument identity, actual readings with units, member location and the specified tolerance/source if applicable.
How to check	Capture field readings and associated survey file/register; compare only against the cited project criteria and preserve raw observations.
Acceptance basis	Readings are reproducible and linked to the correct member/datum; any acceptance decision uses the project-specified tolerance, method and responsible role, with no generic tolerance assumed.
Reference to verify	Approved structural drawings, project survey/erection specification, survey control register and instrument record; cite point IDs, datum and revision.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Member / survey point	_____
Datum / coordinate system	_____
Instrument / calibration ref	_____
Actual reading / unit / file	_____
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: _____

SEI-06 Connection progress and adjacent interfaces

What to observe	Actual bolted/welded connection identity, completion or open status, related inspection record, clashes/fit-up concerns and interfaces to following work.
How to check	Cross-reference the separate connection or weld record and approved detail; record actual incomplete/changed condition and identify affected members.
Acceptance basis	Connection status is evidenced in its applicable record and any open interface remains visible to the assigned project role; this erection form does not accept welds or bolting on its own.
Reference to verify	Approved connection detail, steel bolting and weld records, services/architectural interface register and ITP handover sequence; cite record IDs and revision.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Connection marks / members	_____
Bolting / weld record refs	_____
Actual incomplete / clash	_____
Instruction / NCR / owner	_____
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: _____

SEI-07 Stage completion and handover

What to observe	Member/zone installed scope, survey/connection/temporary-work references, open grout/fireproofing/coating/interface items and assigned next-stage decision.
How to check	Reconcile the member list to actual erected items and related records; identify unresolved work and obtain the handover status from the role assigned by the project.
Acceptance basis	Scope and evidence are traceable with open items carried forward. Completion of this form alone neither certifies the structure nor authorizes removal of supports or the next activity.
Reference to verify	Project erection ITP, handover/dossier index, approved temporary-works release, connection records and next-trade interface register; cite zone/member scope and decision reference.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Installed member list / zone	_____
Survey / connection dossier refs	_____
Open grout/coating/interface item	_____
Handover status / role / date	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Member erection and survey log

Use one row per erected member or project-defined inspection event. Reference the current member mark, location and approved sequence. Record temporary-works and lift documents as references only; do not use this log to design or authorize lifting, stability changes or support removal.

Project / contract: _____ Element / pour / lot: _____ Date / shift: _____

Location / area: _____ Record reference / revision: _____

Date / erection stage	Member mark / delivery lot	Grid / level / orientation	Drawing / sequence revision	Temporary works / lift-plan ref	Connection record refs	Survey point / datum / instrument	Actual reading / unit / source	Status / issue / handover role

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.

Steel erection stage and interface handover

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

Record inspection handover status

☐ Record complete; source evidence linked

☐ Issue, recheck or project decision remains open

☐ Assigned project role review / disposition required

This handover records inspection evidence only. It does not certify erection stability, approve lift or temporary-works design, authorize support removal, or release a contractual control point unless that decision is separately made by the assigned project authority.

Handover roles and references

Recorder / inspector name and role / date _____

Assigned technical or project decision role / date _____

Supplier / fabricator contact if clarification is needed _____

Related register, report, NCR or instruction reference _____

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 structural steel fabrication and erection baseline

Role: Scope/topic context only; not independent technical authority or project acceptance criteria.

Locator: Existing public baseline rows STE-02 to STE-16 for material certificates, weld documentation/inspection, fasteners, erection, traceability and closeout.

Source URL: <https://itp.cavoren.net/templates/structural-steel/>

Queensland Department of Transport and Main Roads, MRTS78 Fabrication of Structural Steelwork (November 2020 listing)

Role: Topic and process-interface guidance only. Do not transfer TMR project criteria, registered-supplier conditions, Hold Points, values, frequencies or role assignments to general building work. Check the actual adopted edition and amendments.

Locator: Current Category 2 listing identifies MRTS78 for fabrication of structural steelwork; MRTS278 is separately listed for supply of structural fasteners. TMR May 2026 amendment register describes MRTS78 suite changes including traceability and removal of structural-bolt provisions into MRTS278. The TMR technical specification is scoped to Queensland transport/bridge structures.

Source URL: <https://www.tmr.qld.gov.au/business-industry/Technical-standards-publications/Specifications/2-Bridges-Marine-and-Structures>

Queensland Department of Transport and Main Roads, Amendment Register (May 2026)

Role: Amendment summary only. The register does not replace the adopted technical specification and project annexures or supply universal building criteria.

Locator: MRTS78 Suite amendment entry: additional documentation for Hold Points 1 and 2, fabricator responsibility for material traceability, structural-bolt information moved to separate MRTS278, Hold Point order changes and welding-topic additions.

Source URL: <https://www.tmr.qld.gov.au/RSS-Feeds/-/media/8A5A858423EA4B3CAEB558C6394B728C.ashx>

Standards Australia, Australian Standards supporting the steel sector

Role: High-level scope reference only; project must identify adopted standards, amendments, construction category and contract criteria.

Locator: Public summary of AS/NZS 5131:2016 scope: fabrication including bolting/welding, corrosion-protection preparation/processes and site erection/modification. The standard text is not reproduced or used for clause-level criteria.

Source URL: <https://www.standards.org.au/news/australian-standards-r-supporting-the-steel-sector>

Steelwork Compliance Australia, compliance scheme overview

Role: Explains that scheme/certification status is project-specific. This blank site form does not certify fabricators, welding quality or product compliance.

Locator: Public overview describes the scheme as certification/audit for supply, fabrication and erection against project-specified AS/NZS 5131 and, where specified, AS/NZS ISO 3834; it identifies the engineer/project as choosing and specifying the construction category.

Source URL: <https://www.scacompliance.com.au/>