

Structural Steel Weld Visual Inspection Record

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

Scope

Included: Visual examination of accessible completed structural-steel welds at the project-defined inspection stage, including joint traceability, surface observations and disposition/reinspection links.

Excluded: Welding procedure approval, welder qualification assessment, design of welds, acceptance limits not supplied by the project, NDT execution or interpretation, and certification of welding quality.

Use and project setup

Project field: Project / package _____

Project field: Shop or site weld location _____

Project field: Drawing / weld map revision _____

Project field: Joint / weld ID _____

Project field: WPS ID / revision _____

Project field: Welder ID if project requires _____

Project field: Inspector / assigned role _____

Project field: NCR / repair reference _____

Before inspection: Current weld map and joint details — Defines unique weld IDs, joint locations, type and any drawing-specific detail needed for traceability.

Before inspection: Approved welding procedure and project welding specification — Supplies the applicable process/procedure and visual acceptance basis for the specific weld.

Before inspection: Project construction category and inspection plan — Identifies required inspection stages, responsible roles and any contractual notice or release point.

Before inspection: Specified NDT plan and reporting route — Separates visual inspection from any required ultrasonic, radiographic, magnetic-particle or penetrant examination.

Before inspection: Repair and reinspection procedure — Defines how a reported indication is dispositioned, repaired and linked to subsequent examination.

How to use

1. Use one record for one identifiable weld or a project-defined weld lot with each included weld listed. Confirm shop/site location and current weld-map revision.
2. Record joint identity, applicable drawing detail, WPS revision and personnel references required by the project before entering an observation.
3. Inspect only at the stage and by the method specified by the project; record actual visible condition, access limitations and observation evidence.
4. Enter the project clause or approved weld-acceptance document used. Do not copy a threshold from a different construction category or standard edition.
5. If an indication or inaccessible area is found, describe it, map it to the weld and leave disposition pending until the assigned welding/engineering role directs action.
6. Link repairs and reinspection to the original weld ID. Record NDT only as a separate report reference and do not use this form as a substitute for that report.

Important: This is a blank visual inspection record, not an NDT report. Identify the specified visual examination method and project acceptance criteria before inspection; keep actual observations and results blank until the work is examined.

Inspection record

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

WVI-01 Weld identity and examination boundary

What to observe	Weld number, member marks, joint location, drawing/weld-map revision, shop or site stage, and the portion included in this examination.
How to check	Locate the joint physically and reconcile it to the current weld map and inspection request; record any inaccessible length or boundary.
Acceptance basis	The examined joint is uniquely traceable to the controlled drawing/weld map and stated examination extent; unidentified or inaccessible portions remain open.
Reference to verify	Approved drawing connection detail, weld map, inspection request and current revision register; cite drawing sheet, grid/member and weld mark.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Weld ID / joint mark	_____
Member / grid / location	_____
Map and drawing revision	_____
Examined portion / access limit	_____
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: _____

WVI-02 Procedure and personnel traceability

What to observe	Applicable WPS/process revision, joint/material scope references and welder identity where the project requires the link.
How to check	Compare the weld map and fabrication/site weld record to the controlled WPS register and required personnel records; do not assess qualification beyond supplied project evidence.
Acceptance basis	The references attached to the weld are the ones required by the approved project welding plan; any missing or mismatched document remains unresolved before disposition.
Reference to verify	Approved WPS register, project welding specification, weld log and project-required personnel/continuity record; cite exact entry and revision.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
WPS / revision / process	_____
Material / thickness range source	_____
Welder ID / project record	_____
Mismatch / query 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: _____

WVI-03 Examination stage and method

What to observe	Specified visual examination procedure, stage (before/during/after coating or other stated stage), access, lighting/cleanliness conditions where prescribed.
How to check	Confirm the method and stage against the approved ITP or inspection request; record the actual conditions relevant to visibility and any limitation.
Acceptance basis	The examination follows the specified method and timing; any unavailable surface or method deviation is identified and referred rather than implied complete.
Reference to verify	Project ITP, approved welding inspection procedure, inspection request and coating sequence documents; cite row, revision and stage.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Inspection method / procedure	_____
Required stage / trigger	_____
Observed access condition	_____
Deviation / instruction 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: _____

WVI-04 Visible weld profile and surface condition

What to observe	Actual visible profile, continuity, termination, surface discontinuities, spatter or arc strikes only where covered by project acceptance rules.
How to check	Observe and describe the actual condition at its location; compare each observation with the project-defined visual criteria and record dimensions only where the method requires them.
Acceptance basis	Each observation is assessed against the cited project criterion and is traceable to its location; blank criteria or unsupported assumptions remain pending.
Reference to verify	Project-adopted welding standard and project weld criteria, including construction category and relevant acceptance reference; cite exact adopted edition/clause from controlled documents.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Observation / location	_____
Measured feature / unit if required	_____
Acceptance source / clause	_____
Status / photo 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: _____

WVI-05 Surface preparation and visible defects before concealment

What to observe	Accessible weld surface and adjacent material condition at the project inspection stage, including any preparation needed for examination.
How to check	Verify the specified examination access and surface condition; identify coating, dirt or geometry that prevents the required observation.
Acceptance basis	The required surface is accessible and examined under the project method, or limitation is recorded for a defined follow-up; obscured weld is not marked visually accepted.
Reference to verify	Approved inspection procedure, coating sequence, weld map and inspection hold/witness schedule where contractually assigned; cite area and stage.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Surface condition	_____
Area not examined / reason	_____
Required follow-up / role	_____
Evidence photo / request 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: _____

WVI-06 Indication disposition and repair mapping

What to observe	Reported indication description/location, project decision, repair instruction, material removed/deposited reference and repair-weld ID where required.
How to check	Raise or cross-reference the project NCR/repair instruction; preserve the original observation and link later work rather than overwrite it.
Acceptance basis	Each reported condition has an assigned disposition and a traceable repair/engineering instruction; this record does not determine structural acceptability or repair design.
Reference to verify	Project nonconformance procedure, approved repair/WPS instruction and engineering disposition; cite NCR number, weld location and revisions.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Original indication / location	_____
NCR / disposition ref	_____
Repair WPS / instruction ref	_____
Repair weld / evidence 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: _____

WVI-07 Re-examination, linked NDT and closure

What to observe	Actual visual reinspection event, specified NDT method/extent if any, original report reference, remaining issue and authorized closeout status.
How to check	Record the visual result for the actual reinspection; separately link NDT request/report and retain the original report and evaluator decision.
Acceptance basis	Reinspection and any project-required NDT are documented against the same weld identity and their own governing criteria; unresolved findings remain open for assigned disposition.
Reference to verify	Project ITP and NDT schedule, approved NDT procedure, original NDT report, NCR closeout and weld dossier index; cite report revision and weld coverage.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Reinspection date / method	_____
Actual visual result / evidence	_____
NDT report / extent / status	_____
Closeout role / NCR ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Weld inspection and repair log

Use one line for each actual weld examination or repair/re-examination event. Keep the original weld ID constant across events and use the weld map and NCR/repair reference to preserve the sequence. Enter NDT only as a linked report reference.

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

Location / area: _____ Record reference / revision: _____

Inspection date / stage	Weld ID / drawing ref	Joint / location / side	WPS / revision	Actual visual observation	Project criterion / clause	Repair / NCR / recheck ref	NDT report ref if specified	Inspector / role / status

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.

Weld examination and disposition 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

A completed visual record does not certify the weld or replace specified NDT, procedure qualification evidence, engineering disposition or contractual release. Keep each original examination and repair event traceable.

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/>