



Site Inspection Checklist (Spread Footing + Pedestal) - 8–12 m Lighting Poles

Purpose: field-ready checklist to control workmanship, records, and common failure modes (anchor bolt misalignment, poor cover, inadequate curing, missing conduit, and corrosion protection). Use together with project drawings, method statements, and the approved foundation design.

Project:		Location:	
Client / Consultant:		Contractor:	
Pole type / height: 8–12 m (typ.)		Foundation type:	Spread footing with raised pedestal
Drawing ref:		Inspection date:	
Inspector:		Weather:	

Legend: OK = conforms; NG = nonconforming; NA = not applicable. Attach photos and test reports to this checklist.

1. Pre-start documentation and material approvals

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Approved IFC drawings available on site (latest revision) including foundation plan/section, reinforcement schedule, and anchor bolt template.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Geotechnical report / allowable bearing pressure (qd) / groundwater level available and consistent with design assumptions.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Method statement & ITP approved (excavation, reinforcement, anchor setting, concrete pouring, curing, backfilling, pole erection).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Concrete mix design approved per BS EN 206 (strength class, cement type e.g., SRC if required, w/c ratio, max aggregate size).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
5	Exposure class declared in design / specs (EN 206 / EN 1992): XC/XS/XD etc. (project-specific).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
6	Anchor bolt and nut/washer certificates available (grade, dimensions, coating).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
7	Galvanizing compliance documents for poles/plates/fixtures available (ISO 1461 or project spec) and repair procedure defined.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
8	Calibration certificates for measuring devices available (tape, level, torque wrench, coating thickness gauge).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

2. Setting out and excavation



No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Foundation location set out to approved coordinates; offset points protected and recorded.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Benchmarks and levels verified; top of pedestal level (TPL) established and documented.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Excavation dimensions and depth meet drawing requirements; sides stable; safe access provided.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Soil at founding level matches geotechnical description; soft spots removed; founding level approved before blinding.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
5	Groundwater / water ingress controlled (dewatering as required); no standing water at founding level.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
6	Blinding concrete (if specified) thickness and level achieved; clean surface for reinforcement placement.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

3. Reinforcement (EN 1992-1-1 detailing per drawings)

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Rebar type/grade and diameters match approved drawings; mill certificates available.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Rebar clean and free from oil, mud, loose rust; no significant damage/bending not per approved method.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Bar spacing, laps, hooks, and positioning match drawings; chairs/spacers installed and stable.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Concrete cover blocks provided (min cover per design/exposure class); cover verified at multiple points.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
5	Starter bars / pedestal reinforcement properly tied; pedestal chamfer / drip groove detail coordinated with formwork.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
6	Formwork tight and stable; dimensions checked; no leakage paths; provision for conduit/earthing integrated.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

4. Anchor bolts, template and setting (EN 1992-4 - installation controls)



No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Anchor bolt grade/diameter/length/projection match drawing; threads protected from concrete splash.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Bolt circle diameter (BCD) and bolt orientation correct; template used and secured against movement.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Bolts verticality checked (plumb) and recorded; nuts and washers present as required.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Embedment depth and edge distances comply with drawing and project requirements; no clashes with reinforcement.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
5	Top of bolt elevations consistent; top nuts / leveling nuts (if used) set to allow base plate leveling and grout space.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
6	Conduit and earthing provisions installed before pour; conduit opening protected from blockage.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

5. Electrical conduit and earthing (typical)

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	PVC conduit installed: minimum 50 mm diameter (or as specified), with elbow/bend to reduce water ingress; entry/exit points clearly shown.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Conduit ends capped during concrete pour; pull wire installed; conduit slope arranged to drain away from pedestal where possible.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Earthing conductor/rod installed per design; connection points accessible; corrosion protection for buried connections provided.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

6. Concrete delivery, placement and finishing (BS EN 206 controls)

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Delivery ticket checked: strength class (e.g., C30/37), cement type (SRC if specified), exposure class, admixtures, batch time.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Fresh concrete checks performed: slump/consistency and temperature within acceptance; results recorded.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Cube/cylinder samples taken per inspection plan; specimen IDs and curing conditions recorded.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	



No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
4	Concrete placed without segregation; drop height controlled; continuous pour to avoid cold joints.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
5	Concrete properly vibrated (no honeycombing); reinforcement and anchor cage not displaced; bolts rechecked after vibration.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
6	Pedestal formed and finished: top edge chamfer and drip groove as specified; top level and dimensions verified.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

7. Curing, protection and strength gain

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Curing initiated immediately after finishing (wet hessian, curing compound, plastic sheeting as approved).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Curing duration meets project requirement (consider hot/windy climates); curing records maintained.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Pedestal and bolt area protected from impact, vibration, and contamination; no early loading before required strength.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Formwork removal timing controlled; edges protected from chipping; defects repaired using approved method.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	



8. Protective coating for buried surfaces (aggressive/saline soils - if specified)

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Buried concrete surfaces prepared (clean, dry, free of laitance) prior to coating application.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Bituminous coating applied: 2 coats minimum (or per spec); full coverage verified; drying times respected.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Coating not damaged during backfilling; repairs carried out where required and recorded.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

9. Backfilling and compaction

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Backfill material approved (no organic matter, no oversized stones); placed in layers of approved thickness.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Compaction achieved to required density; field density tests performed where required and recorded.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Final ground level and drainage fall away from pedestal provided to avoid ponding; no voids around foundation.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

10. Pole erection and base plate installation

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Pedestal top level verified before installation; base plate seating surfaces clean; shims only as approved.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Grout (if used) placed as specified; minimum grout thickness respected; grout cured before final torqueing.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Anchor nuts torqued to specified values using calibrated torque wrench; tightening sequence recorded.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Bolt projection sufficient for full nut engagement; threads not damaged; protective caps fitted.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

11. Hot-dip galvanizing inspection (ISO 1461 - visual and thickness checks)



No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	Visual inspection: coating continuous; no bare spots, blisters, or excessive runs/dross affecting fit-up.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Coating thickness checked at multiple points using calibrated gauge; results recorded; meets project minimum.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Cut edges, drilled holes, and minor defects repaired using approved zinc-rich repair method; repairs documented.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Identification and traceability maintained (heat numbers / batch / supplier); storage prevents white rust (good ventilation).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

12. Final acceptance and records

No.	Inspection item (tick OK / NG / NA)	Result	Comments / measurements / records
1	As-built dimensions recorded (foundation size, pedestal height, bolt projection, BCD, conduit location).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
2	Concrete test results (slump, temperature, cubes/cylinders) attached; acceptance confirmed.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
3	Photo record attached (pre-pour, reinforcement, anchor setting, pour, curing, coating, pole installation).	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	
4	Snag/punch list closed out; nonconformances resolved with corrective actions and approvals.	<input type="checkbox"/> OK <input type="checkbox"/> NG <input type="checkbox"/> NA	

Sign-off

Inspector name / signature:		Date:	
Contractor representative:		Date:	
Client / Consultant (if required):		Date:	