



GUIDELINES FOR THE INDUSTRY:
**Concrete Safety Manager
 Inspections Checklist**

FOR REFERENCE ONLY

Date:
 Name:
 License #:
 Job #:
 # of Stories:

	INSPECTION DESCRIPTION	FREQUENCY	RELEVANT CODE, SECTION OR STANDARD
1	General Tasks		
1.1	Verify embedded fall-arresting systems have been inspected as it relates to use for concrete installation; shop drawings, Contractor Maintenance Log	On-going	3310.9
1.2	Maintain a concrete safety logbook which lists activities that shall be conducted in coordination with the Site Safety Manager or Coordinator	Daily	3310.8.4
1.3	Adequate lighting	Daily	3310.9
1.4	Adequate ventilation	As required	3310.9
1.5	Housekeeping	Daily	3303.4
1.6	Pre-Storm planning, high winds	As required	BB2013-011
1.7	Concrete washout water, collection, containment, disposal	As required	3303.15
1.8	Underpinning sequence/detail drawings on site	As required	3304.11
2	Site Safety Provisions		
2.1	Monitor required fall protection systems are in place	On-going	3308
2.2	Monitor workers using required fall protection systems	On-going	3310.9
2.3	Monitor hoisting and rigging operations performed in a safe manner	As required	3316
2.4	Extra shores or other material and equipment are available in the event of an emergency	Daily	3305.3.6.2.1
2.5	Building materials properly piled and tied or contained	Daily	3305.3.6.2.3
2.6	Emergency egress maintained	On-going	3310.9
2.7	Escape hatches	As required	3303.6
2.8	Handrails, mid-rails and kickboards in place and secure	Daily	3310.9

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2.9	Formwork erection and stripping signage clearly displayed	As required	3310.9
2.10.	Rebar ends capped to prevent impaling.	On-going	3310.9
3	Installation of Formwork		
3.1	Verify formwork drawings are available, including shores, re-shores, foundations	Prior to formwork installation	3305.3.1.5; ACI 318; 6.1.5
3.2	Verify formwork drawings are signed and sealed when required by Code	As required prior to formwork installation	3305.3.2.1
3.3	Verify existing structure adjacent to concrete placement has been inspected and evaluated by a registered design professional prior to use as a form; design drawings prepared	Prior to formwork installation	3305.3.1.2.1
3.4	Verify formwork inspected by a Competent Person and shores are installed as per shop drawings	Prior to reinforcement placement	3305.3.3.1
3.5	Verify visual observations of formwork were conducted by formwork designer at the minimum intervals	See 3305.3.3.2.1	3305.3.3.2; 3305.3.3.2.1
3.6	Verify any formwork discrepancies have been resolved	Prior to reinforcement placement	3305.3.3.2.2
3.7	Unsafe conditions; notify contractor; contact DOB if required	Continuous	3305.3.4.4
3.8	Monitor the required guardrail systems are in place on the forming and placement floors	On-going	
3.9	Ramps, runways and platforms comply with 3315. Designed by qualified person when buggies used	On-going	3305.3.1.4
3.10	Inspection of concrete formwork by Concrete Safety Manager	On-going	RCNY 3310-02. e, 9.
4	Placement of Reinforcement		
4.1	Verify required shop drawings are available on site	Prior to reinforcement placement	3310.9.1

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4.2	Monitor that the workers performing reinforcement bending, cutting, welding and reinforcement placement operations on the working deck are working in a safe manner	On-going	3310.9.1
4.3	Verify reinforcement placement operations are performed in a safe manner	Continuous	3310.9.1
4.4	Verify concrete special inspector inspected and signed-off on final reinforcement placement	Prior to concrete placement	1907.5
5	Placement of Concrete		
5.1	Verify concrete special inspector is present for concrete placement.	Each placement	3310.9.1
5.2	Verify DOB licensed concrete testing lab is present to sample and test.	Each placement	3310.9.1
5.3	Pumping operations.	-----	3310.9.1
5.3.1	Verify pump operator and placement crew have participated in a preplanning meeting for pumping operations. Verify preplanning meeting for concrete pump operations occur at initial start-up of concrete pumping operations.	Prior to first pumping operation	3310.9.1
5.3.2	For concrete pumping operations which involve lubricating grout (e.g. concrete pumped through a placement boom).	-----	3310.9.1
5.3.2.1	Verify the contractor supplied sufficient grout discharge boxes on-site to receive 100% of the volume of the lubricating grout actually placed in the boom (and hoses, etc.), regardless of the volume indicated on delivery ticket(s).	Each placement	3310.9.1
5.3.2.2	Verify the contractor provided the special inspector of the concrete pour with sufficient notice	Each placement	3310.9.1
5.3.2.3	Confirm the special inspector is on site to perform the required special inspections	Each placement	3310.9.1
5.3.2.4	Confirm that the special inspector has observed the concrete exiting the hose and that he has identified it as concrete exhibiting a uniform matrix of aggregate before commencement of placement of the structure	Each placement	3310.9.1
5.3.3	Verify pump equipment has been inspected	Prior to each use	3310.9.1

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5.3.3	Verify pump equipment has been inspected	Prior to each use	3310.9.1
5.3.4	Verify hoses and connections have been inspected	Prior to each use	3310.9.1
5.3.5	Monitor pumping operations performed in a safe manner	On-going	3310.9.1
5.4	Monitor concrete buckets, hoppers, chutes and buggies are inspected, cleaned and in proper working order	Prior to each placement	3310.9.1
5.5	Monitor concrete placement is performed in a safe manner	On-going	3310.9.1
5.6	Monitor power buggies operated in a safe manner	On-going	3310.9.1
5.7	Monitor formwork is inspected during concrete placement for potential problems	On-going	3310.9.1
5.8	Verify the designated signalmen are in place when a crane is being used for lifting	As required	3310.9.1
5.9	Cold weather requirements	As required	1905.12
5.10	Hot weather requirements	As required	1905.13
5.11	Verify rate of placement not exceeded per drawings	On-going	3305.3.2.3
6	Stripping Operations		
6.1	Monitor that the horizontal netting conforms to Code before commencing stripping operations	On-going	3310.9
6.2	Verify formwork removal procedure	Prior to stripping	3305.3.5.1
6.3	Monitor that in-place concrete strength has been evaluated and accepted in accordance with removal schedule	Prior to stripping	3305.3.5.1.3
6.4	Verify structural members have acquired sufficient strength to safely support their own weight and external loads	Prior to stripping	3305.3.5.5
6.5	Monitor stripping operations are performed in a safe manner	On-going	3305.3.5.4
6.6	Debris contained and removed at reasonable intervals	On-going	3305.3.6.6
6.7	Stripping not performed more than three stories below the story being formed	On-going	3305.3.6.6
6.8	Special considerations for prestressed members	As required	3305.3.5.3

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7	Reshoring Operations		
7.1	Verify reshoring plan is available	Prior to stripping	3305.3.6.8
7.2	Monitor reshores within 10 feet of building edge are secured, banded and tied to the structure	Daily	3305.3.6.1.2
7.3	Monitor wedges are not used for reshores within 10 feet of building edge	Daily	3305.3.6.1.3
7.4	Monitor appropriate number of floors have been reshored.	Daily	3305.3.6
7.5	Verify reshores were inspected by Competent Person designated by the Contractor	Prior to forming next level	3305.3.3.1
7.6	Verify visual observations of formwork were conducted by formwork designer at the minimum intervals	Prior to forming next level	3305.3.3.2
7.7	Stresses. Ensure shores not located improperly causing stress reversals or inducing tension at unreinforced portion of structural member(s)	On-going	3305.3.6.1.4
7.8	Reshores perpendicular to surface they are supporting	On-going	3305.3.6.1.5
7.9	Reshores braced and plumb	On-going	3305.3.6.3
8	Material Handling		
8.1	Monitor safe handling of shores, reshores, formwork and reinforcement	As required	3310.9.1
8.2	Monitor proper storage of shores, reshores, formwork and reinforcement on working floors	Daily	3310.9.1
8.3	Monitor floors not overloaded by excessive storage	Daily	3310.9.1
8.4	Monitor fall protection methods employed at edges left exposed for hoisting are in place	Daily	3310.9.1