



Post-Tensioning Checklist

Pre-Tensioning Design & Planning

Checks related to the design review, calculations, and planning phase before any on-site work begins.

Design Post-Tensioning Force (kips)

Design Post-Tensioning Stress (psi)

Summary of Design Assumptions

Design Calculations

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Design Code Used

- ☐ ACI 318
- ☐ Other (Specify in LONG_TEXT)

Date of Design Review Completion

Enter date...

Notes from Design Review (if any)

Write something...

Design Approved?

☐

Yes

☐

No

Approver Name (if approved)

Write something...

Material Inspection & Handling

Verification of post-tensioning materials, including tendons, anchorages, and grout, upon delivery to the site.

Tendons Lot Number(s)

Enter a number...

Manufacturer's Certificate Review - Summary of Findings

Write something...

Number of Tendons Received

Enter a number...

Number of Anchor Plates Received

Enter a number...

Visual Inspection of Tendons (Select all that apply)

- ☐ Rust
- ☐ Damage
- ☐ Corrosion
- ☐ Clean
- ☐ Other

Grout Material Type Received

- ☐ Cementitious
- ☐ Non-Shrink
- ☐ Polymer-Modified
- ☐ Other

Upload Photos of Received Materials (if any issues found)

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Notes/Comments regarding material condition.

Write something...

Sheathing & Formwork

Checks pertaining to the preparation and stability of the sheathing and formwork system that will hold the tendons.

Sheathing Thickness (inches)

Formwork Deflection Limit (inches)

Sheathing Material Type

- ☐ Plywood
- ☐ OSB
- ☐ Composite
- ☐ Other (specify)

Describe Formwork System & Support

Formwork Condition

- ☐ Good
- ☐ Fair
- ☐ Poor

Sheathing & Formwork Defects Observed?

- ☐ Cracks
- ☐ Borer Holes
- ☐ Loose Fasteners
- ☐ Warping
- ☐ None

If defects observed, describe in detail

Write something...

Date of Formwork Inspection

Enter date...

Inspector Signature

Tendons Placement & Stressing

Detailed inspection of tendon placement, alignment, and the stressing process itself.

Tendons Total Number Verified?

Enter a number...

Tendons Orientation Correct?

- ☐ Yes
- ☐ No
- ☐ NA

Tendon Diameter Verified (inches)?

Enter a number...

Tendons Placement Location Verified?

 [Set My Current Location](#)



Stage 1 Stressed Force (kips)?

Enter a number...

Stage 1 Measured Extension (inches)?

Enter a number...

Stage 2 Stressed Force (kips)?

Enter a number...

Stage 2 Measured Extension (inches)?

Enter a number...

Stressing Completion Date

Enter date...

Stressing Notes and Observations

Write something...

Anchor Plate & Anchorage Inspection

Verification of anchor plate installation and anchorage conditions before and after stressing.

Anchor Plate Identification Number

Enter a number...

Anchor Plate Condition (Visual)

☐ Good

☐ Fair

☐ Poor

Anchor Bolt Torque (kN·m)

Enter a number...

Anchor Bolt Condition

- ☐ Correct
- ☐ Damaged
- ☐ Missing


Description of any Anchor Bolt Issues

Write something...

Anchor Plate Alignment (mm)

Enter a number...

Photograph of Anchor Plate & Anchorage

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Corrosion on Anchor Plate

- ☐ None
- ☐ Minor
- ☐ Moderate
- ☐ Severe

Details regarding any corrosion found.

Write something...

Grouting

Comprehensive checks related to the grouting process, including materials, mixing, placement, and monitoring.

Grout Mix Water/Cement Ratio

Enter a number...

Grout Slump (if applicable)

Enter a number...

Grout Type

- ☐ Non-Shrink Cementitious Grout
- ☐ Epoxy Grout
- ☐ Polyurethane Grout
- ☐ Other (Specify)

Grout Batching Record Details (Batch Number, Date, Time, etc.)

Write something...

Grout Air Voids Test Results (Select all that apply)

- ☐ Pass
- ☐ Fail
- ☐ Not Performed

Grouting Start Date

Enter date...

Grouting Start Time

Description of Grouting Procedure Followed

Write something...

Grout Test Results (e.g., Compression Strength)

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Grouting Completion Status

- ☐ Complete
- ☐ In Progress
- ☐ Not Started

Post-Grouting Inspection & Testing

Verification of post-grouting activities, including acceptance criteria and required testing.

Date of Post-Grouting Inspection

Enter date...

Start Time of Post-Grouting Inspection

Ambient Temperature (°C)

Enter a number...

Grout Temperature (°C) - Initial

Enter a number...

Grout Temperature (°C) - Final

Enter a number...

Grout Pressure during Placement (psi)

- ☐ Within Specification
- ☐ Out of Specification - Documented


Visual Inspection Findings (Select all that apply)

- ☐ No Air Voids Observed
- ☐ Air Voids Observed - Documented
- ☐ Grout Segregation Observed
- ☐ Leakage Observed
- ☐ No Surface Defects
- ☐ Surface Defects Observed - Documented

Detailed Observations and Comments (Any anomalies, corrections, or concerns)

Write something...

Photographs of Post-Grouting Activities

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Overall Assessment

- ☐ Acceptable
- ☐ Unacceptable - Requires Remedial Action

Documentation & Record Keeping

Ensuring all necessary records, calculations, and certifications are properly documented and maintained.

Design Calculations & Drawings

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Record of Design Review Comments & Resolutions

Write something...

Date of Stressing Operation

Enter date...

Maximum Tendon Stress Reached (psi)

Enter a number...

Description of Any Deviations from Approved Procedures

Write something...


Quality Control Personnel Present During Stressing

- ☐ Project Engineer
- ☐ Post-Tensioning Foreman
- ☐ Third-Party Inspector
- ☐ Other (Specify)

Details of Any Re-stressing Operations

Write something...

Grout Test Results (Slump, Air Content, etc.)

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Post-Tensioning Supervisor Signature