

## SAMPLE CHECKLIST FOR FORMWORK

This checklist provides the basic requirements for formwork related activities. Formwork users should consult manufacturers and/or suppliers on all safety requirements and address any concerns before using. This checklist is non-exhaustive and users are recommended to make the necessary customisation to suit your work processes and conditions at the workplace.

S/N	Items		Remarks
<b>A. Integrity</b>			
<b>A1. Design and Professional Engineer (PE) Certification of Supervision (COS)</b>			
1	Is PE design and calculation for the formwork available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2	Is the formwork structure erected according to PE's design and drawing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3	Is the formwork structure designed with a minimum safety factor of 2?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4	Is there a PE issued certificate (PE COS) stating that the formwork is safe for use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>A2. Supports and Shores</b>			
5	Are horizontal/diagonal bracings provided in both longitudinal & transverse directions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6	Are the shores properly seated top and bottom to prevent displacement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7	Are the shores of the formwork structure of adequate size and spacing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B. Processes and Procedures</b>			
<b>B1. Supervision</b>			
8	Has a Formwork Supervisor been appointed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9	Are inspections done after the completion of the formwork structure and recorded into a register?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B2. Training</b>			
10	Is the Formwork Supervisor trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11	Are the formwork supervisors & workers adequately trained according to erection and dismantling sequence (system formwork)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B3. Risk Management &amp; Work Planning</b>			

12	Has risk assessment (RA) been conducted for the formwork operation & communicated to the staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
13	Is a Lifting Plan established and implemented for lifting operations involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14	Is there a documented formwork erection, dismantling and shifting sequence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>C. Work at Heights</b>			
15	Is a Fall Prevention Plan developed & implemented?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
16	Are every open sides or openings covered or guarded by effective means to prevent falls?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
17	Are visual checks conducted to ensure that anchorage for the formwork is fully engaged?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
18	Have all persons using the fall arrest systems undergone training to understand the safe and correct use of the system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	