

→ COMPANION DOCUMENT TO REPORT NO : SCNZ 12 : 2022  
CODE OF PRACTICE FOR STRUCTURAL STEELWORK DOCUMENTATION

# SteelDoc Checklists





# STEELDOC

## Checklists

*Companion document to report No. SCNZ12:2002 Code of Practice for Structural Steelwork Documentation*

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SCNZ has three key objectives, to:

- Promote awareness of the advantages of steel construction
- Foster excellence in the delivery of steel construction solutions
- Encourage training and career development within the steel construction sector

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**Document Control**

<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Description</b>	<b>Prepared by</b>
	March 2002	Companion SteelDoc checklist document in editable Word format published	AJF/KC

## GUIDE TO THE USE OF CHECKLISTS

This companion publication to SteelDoc contains checklists to assist structural engineers in the process of co-ordinating and checking completeness of contract documentation.

The checklists cover the allocation of tasks as well as the completeness of structural steelwork drawings.

They may be used as project specific checklists for projects which warrant additional quality assurance such as large or complex projects. Alternatively, they may be used to review and update existing company structural steelwork documentation quality management procedures.

Project Name: \_\_\_\_\_

Site Address: \_\_\_\_\_



*Details of the parties involved in the design of this project are as follows:*

		Company	Contact Person	Phone	Email
1	Structural				
2	Architect				
3	HVAC				
4	Mechanical				
5	Electrical				
6	Civil				
7	Sprinkler				
8	Main Contractor				
9	Steel Constructor				

The checklist identifies the agreed responsibilities for the design and documentation of structural steelwork within this project. The default allocation of responsibilities may be modified to suit the project.

Project:

Date:

## 1 GENERAL NOTES AND SPECIFICATIONS

Item	Description	Responsibility	Date
1.1	Material grades specified for all structural items.	Struct.	
1.2	Bolts completely specified (grades, installation procedures).	Struct.	
1.3	Welding completely specified (weld types, grade, quality, sizes).	Struct.	
1.4	Oversize hole criteria given for the typical connection holes.	Struct.	
1.5	Oversize hole criteria given for the anchor bolt/base plate holes.	Struct.	
1.6	Paint, galvanising, and metal spray requirements specified.	Struct.	
1.7	Paint and no-paint areas completely specified.	Struct.	
1.8	Galvanised and metal spray areas completely specified.	Struct.	
1.9	Drill in or masonry anchors specified.	Struct.	
1.10	Standard notes complete.	Struct.	
1.11	Shop drawing review procedures specified.	Struct.	
1.12	All material, fabrication, and coating inspection and testing requirements specified.	Struct.	
1.13	All special construction procedures and sequences specified.	Struct.	
1.14	Passive fire protection requirements noted.	Struct.	

## 2 PLANS



Item	Description	Responsibility	Date
2.1	All grids defined and dimensioned.	Architect	
2.2	All member sizes and orientations specified.	Struct.	
2.3	Plan location and orientation of each column specified.	Struct.	
2.4	Specific location of each beam dimensioned.	Struct.	
2.5	Sufficient reference dimensions given in non-rectangular areas.	Struct.	
2.6	Beams requiring pre-cambering clearly identified.	Struct.	
2.7	Shear studs specified.	Struct.	
2.8	Details provided for any other special reinforcing plates to be included.	Struct.	
2.9	The purlin span details provided e.g., single, double, lapped, and lap length.	Struct.	
2.10	Roof purlin bridging, fly bracing, and light cross bracing clearly specified and located.	Struct.	
2.11	Specific dimensions provided for trimming out openings for other trades e.g., Air conditioning ducts, stair/lift voids	Struct.	
2.12	Gutter slopes and fall directions clearly identified.	Struct.	
2.13	All relevant steelwork plans, elevations, and connection drawings; and electrical, HVAC, mechanical, and architectural drawings referenced and coordinated.	Struct.	
2.14	Standard connectons specified (e.g., WP30 NC).	Struct.	



<b>1.15</b>	Member seismic categories specified for elements of lateral load resisting systems.	Struct.	
<b>1.16</b>	Fixings to timber elements specified.	Struct.	
<b>1.17</b>	Construction category/categories specified.	Struct.	
<b>1.18</b>	Weld failure consequence category/categories specified.	Struct.	
<b>1.19</b>	Seismic weld demand category/categories specified.	Struct.	
<b>1.20</b>	The extent of any steel elements subject to architecturally exposed structural steel requirements including AESS designation specified.	Struct.	
<b>1.21</b>	Fabricator qualifications specified.	Struct.	
<b>1.22</b>	Sourcing requirements to ensure the supply of compliant structural steels specified.	Struct.	
<b>1.23</b>	Any amendments to AS/NZS 5131 default requirements specified (e.g., treatment grades, functional tolerances, Quality plans for CC2 projects etc.).	Struct.	
<b>1.24</b>	Proprietary system specified.	Struct.	
<b>1.25</b>	Propping requirements specified.	Struct.	
<b>1.26</b>	Other (specify)	Struct.	

<b>2.15</b>	Correct detail referencing.	Struct.	
<b>2.16</b>	Other (specify)	Struct.	

**DOCUMENTATION RESPONSIBILITY CHECKLIST**

The checklist identifies the agreed responsibilities for the design and documentation of structural steelwork within this project. The default allocation of responsibilities may be modified to suit the project.

Project:

Date:

**3 ELEVATIONS AND SECTIONS**

Item	Description	Responsibility	Date
3.1	All grids defined and dimensioned.	Architect	
3.2	All member sizes and orientations specified.	Struct.	
3.3	All RL's of bottom of base plates shown.	Struct.	
3.4	All top of steel RL's (TOS) given.	Struct.	
3.5	All column, rafter, and beam splice locations given.	Struct.	
3.6	"Between floor" member locations specifically dimensioned.	Struct.	
3.7	Sufficient reference dimensions given in sloping areas.	Struct.	
3.8	Specific dimensions provided for trimming out openings for other trades e.g., window/door openings.	Struct.	
3.9	Girts, hangers, fly braces, and cross-bracing specifically dimensioned and located.	Struct.	
3.10	Supports for door opening machinery coordinated with door supplier.	Struct.	
3.11	Standard connections fully specified (e.g., WP30 NC).	Struct.	
3.12	Correct detail referencing.	Struct.	

**4 CONNECTIONS**

Item	Description	Responsibility	Date
4.1	Columns		
4.1.1	All base plates and hold down bolt connections designed, specified, and sufficiently dimensioned.	Struct.	
4.1.2	Grout thickness sufficient to contain the jacking nuts.	Struct.	
4.1.3	The bottom ends of the hold down bolts sufficiently contained within the footings and sufficiently dimensioned.	Struct.	
4.1.4	Top ends of the hold down bolts sufficiently covered with the finish floor and sufficiently dimensioned.	Struct.	
4.1.5	All other construction items such as rebar unaffected by the hold down installation.	Struct.	
4.1.6	The hold down bolt patterns sufficiently contained within the footings and sufficiently dimensioned.	Struct.	
4.1.7	Column to column splice details and locations.	Struct.	
4.1.8	If required, column caps specified.	Struct.	
4.1.9	Other (specify)	Struct.	
4.2	Beams		
4.2.1	Other cast-in or site drilled connections designed, specified, and sufficiently dimensioned.	Struct.	

<b>3.13</b>	Other (specify)	Struct.	
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<b>4.2.2</b>	Cast-ins sufficiently contained in the walls and/or floor slabs.	Struct.	
<b>4.2.3</b>	All other construction items, such as rebar, unaffected by the cast-in or site drilled connection installation.	Struct.	
<b>4.2.4</b>	Beams to cast-ins or drilled on-site connections.	Struct.	

The checklist identifies the agreed responsibilities for the design and documentation of structural steelwork within this project. The default allocation of responsibilities may be modified to suit the project.

Project:

Date:

#### 4 CONNECTIONS (continued)

Item	Description	Responsibility	Date
4.2	Beams continued		
4.2.5	Beam to beam one-sided	Struct.	
4.2.6	Beam to beam two-sided	Struct.	
4.2.7	Beam to beam splice	Struct.	
4.3	Beam to column		
4.3.1	Non-moment beam to column flange	Struct.	
4.3.2	Non-moment beam to column web	Struct.	
4.3.3	Moment beam to column flange	Struct.	
4.3.4	Moment beam to column web	Struct.	
4.3.5	Beam on supporting column	Struct.	
4.3.6	Column to supporting beam	Struct.	
4.4	Bracing to beams or columns	Struct.	
4.5	Connections for FOB items	Struct.	
4.3.6	Other (specify)	Struct.	

#### 5 STAIRS



Item	Description	Responsibility	Date
5.1	All relevant grids defined and dimensioned.	Architect	
5.2	All member sizes and orientations specified.	Struct.	
5.3	Specific dimensioning given to locate the stairs in relation to the main structure.	Struct.	
5.4	All RL's of bottom of base plates shown.	Struct.	
5.5	All top of steel RL's (TOS) given and set downs noted.	Struct.	
5.6	All column splice locations given.	Struct.	
5.7	"Between floor" members specifically dimensioned.	Struct.	
5.8	Sufficient reference dimensions given in sloping areas.	Struct.	
5.9	Cast-in fixings to concrete work coordinated with concrete drawings.	Struct.	
5.10	All relevant steelwork plans, elevations, and connection Drawings and Architect Drawings referenced and coordinated.	Struct.	
5.11	Connections fully specified.	Struct.	
5.12	Correct detail referencing.	Struct.	
5.13	Other (specify)	Struct.	

**DOCUMENTATION RESPONSIBILITY CHECKLIST**

The checklist identifies the agreed responsibilities for the design and documentation of structural steelwork within this project. The default allocation of responsibilities may be modified to suit the project.

Project:

Date:

**6 LIFT FRAMING**

Item	Description	Responsibility	Date
6.1	All relevant grids defined and dimensioned.	Architect	
6.2	All member sizes and orientations specified.	Struct.	
6.3	Specific dimensions given to locate lift framing in relation to the main structure.	Struct.	
6.4	All RL's of bottom of base plates shown.	Struct.	
6.5	All top of steel RL's (TOS) given and set downs noted.	Struct.	
6.6	All column splice elevations given.	Struct.	
6.7	"Between floor" members specifically dimensioned.	Struct.	
6.8	All relevant steelwork plans, elevations, and connection Drawings and Electrical, Mechanical, and Architectural Drawings referenced and coordinated.	Struct.	
6.9	Connections fully specified.	Struct.	
6.10	Correct detail referencing.	Struct.	
6.11	Other (specify)	Struct.	

**7 WALKWAYS AND ACCESS LADDERS**

Item	Description	Responsibility	Date
7.1	All relevant grids defined and dimensioned.	Architect	
7.2	All member sizes and orientations specified.	Struct.	
7.3	Specific dimensioning given to locate all framing in relation to the main structure.	Struct.	
7.4	All RL's of bottom of base plates shown.	Struct.	
7.5	All top of steel RL's (TOS) given and set downs noted.	Struct.	
7.6	All member splices located	Struct.	
7.7	"Between floor" members specifically dimensioned.	Struct.	
7.8	Hand and guard-rails specified and set out dimensions given.	Struct.	
7.9	Foot tread plate, foot mesh, ladder rungs and fixings specified and set out.	Struct.	
7.10	All relevant steelwork plans, elevations, and connection Drawings and Electrical, HVAC, Sprinkler, and Architectural Drawings referenced and coordinated.	Struct.	
7.11	Connections fully detailed.	Struct.	
7.12	Correct detail referencing.	Struct.	
7.13	Other (specify)	Struct.	

The checklist identifies the agreed responsibilities for the design and documentation of structural steelwork within this project. The default allocation of responsibilities may be modified to suit the project.

Project:

Date:

**8 OVERHEAD CRANE RUNWAY GIRDERS**



Item	Description	Responsibility	Date
8.1	All relevant grids defined and dimensioned.	Architect	
8.2	All member sizes and orientations specified.	Struct.	
8.3	All RL's of bottom of base plates shown.	Struct.	
8.4	All top of steel RL's (TOS) given.	Struct.	
8.5	Members specifically dimensioned.	Struct.	
8.6	Pre-cambers specified.	Struct.	
8.7	Special levelling tolerances specified.	Struct.	
8.8	Crane rail and crane rail attachment systems to girders adequately specified.	Struct.	
8.9	End buffer specified.	Struct.	
8.10	The design satisfies crane supplier requirements for serviceability and strength.	Struct.	
8.11	Any foot tread plate, foot mesh, and fixings specified and set out.	Struct.	
8.12	All relevant steelwork plans, elevations, and connection Drawings and Electrical, HVAC, Sprinkler, and Architectural Drawings referenced and coordinated.	Struct.	
8.13	Girder splices located	Struct.	
8.14	Connections fully specified	Struct.	
8.15	Correct detail references	Struct.	
8.16	Other (specify)	Struct.	

**9 HVAC / SPRINKLER / ELECTRICAL SUPPORTS**

Item	Description	Responsibility	Date
9.1	All relevant grids defined and dimensioned.	Architect	
9.2	All member sizes and orientations specified.	Struct.	
9.3	Specific dimensioning given to locate all the framing in relation to the main structure.	Struct.	
9.4	All top of steel RL's (TOS) given and set downs noted.	Struct.	
9.5	All relevant steelwork plans, elevations, and connection Drawings and Electrical, HVAC, Sprinkler and Architectural Drawings referenced and coordinated	Struct.	
9.6	Connections fully specified	Struct.	
9.7	Correct detail references	Struct.	
9.8	Other (specify)	Struct.	

The checklist identifies the agreed responsibilities for the design and documentation of structural steelwork within this project. The default allocation of responsibilities may be modified to suit the project.

Project:

Date:



## 10 CLADDING SYSTEMS

Item	Description	Responsibility	Date
10.1	All relevant grids defined and dimensioned.	Architect	
10.2	All member sizes and orientations specified.	Struct.	
10.3	Specific dimensioning given to locate any framing for cladding panels in relation to the main structure.	Struct.	
10.4	All top of steel RL's (TOS) given and set downs noted.	Struct.	
10.5	"Between floor" members specifically dimensioned.	Struct.	
10.6	Relevant steelwork plans, elevations, and connection Drawings, Architectural Drawings, and any other proprietary drawings referenced and coordinated.	Struct.	
10.7	Connections fully detailed	Struct.	
10.8	Correct detail referencing	Struct.	
10.9	Other (specify)	Struct.	

**STRUCTURAL STEELWORK DRAWINGS LIST**

List drawing numbers of all drawings necessary to prepare shop drawings, order materials, fabricate, coat, and erect steelwork required as part of the contract works.

Project:

Date:



	Drawing Category	Drawing Title	Drawing No.	Due date	Other Referenced Drawings								
					Architect	HVAC	Mechanical	Electrical	Civil	Sprinkler	Main Contractor	Other	
1	General notes and specifications												
2													
3													
4	Plans												
5													
6													
7													
8	Elevations & Sections												
9													
10													
11													
12													
13	Connections												
14													
15													
16													
17													
18	Stairs												
19													
20													
21													
22													
23	Lift Framing												
24													
25													



26												
27												
28	Walkways and Access Ladders											
29												
30												
31												
32	Overhead Crane Runway Girders											
33												
34												
35												
36	HVAC / Sprinkler / Electrical Supports											
37												
38												
39												
40	Cladding Systems											
41												
42												
43												
44												
45												
46												
47												
48												

**DOCUMENTATION DRAWING COMPLETION CHECKLIST**

Project Name: \_\_\_\_\_  
 Drawing type: **General Notes and Specifications** Drawing Number: \_\_\_\_\_  
 Drawing title: \_\_\_\_\_ Issue purpose: \_\_\_\_\_  
 Revision: \_\_\_\_\_ Issue date: \_\_\_\_\_



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
1.1	Material grades specified for all structural items.	M		
1.2	Bolts completely specified (grade, installation procedures).	C		
1.3	Welding completely specified (weld type, grade, quality, sizes).	C		
1.4	Oversize hole criteria given for the typical conneciton holes.	C		
1.5	Oversize hole criteria given for the anchor bolt/base plate holes.	C		
1.6	Paint, galvanizing, and metal spray requirements specified.	M		
1.7	Paint and no-paint areas completely specified.	C		
1.8	Galvanized and metal spray areas completely specified.	M		
1.9	Drill in or masonry anchors specified.	C		
1.10	Standard notes complete.	C		
1.11	Shop drawing review procedures specified.	C		
1.12	All material, fabrication, and coating inspection and testing requirements specified.	M		
1.13	All special construction procedures and sequences specified.	C		
1.14	Passive fire protection requirements noted.	M		
1.15	Member seismic categories specified for elements of lateral load resisting systems.	C		
1.16	Fixings to timber elements specified.	C		
1.17	Construction category/categories specified.	M		
1.18	Weld failure consequence category/categories specified.	C		
1.19	Seismic weld demand category/categories specified.	C		
1.20	The extent of any steel elements subject to architecturally exposed structural steel requirements including AESS designation specified.	M		
1.21	Fabricator qualifications specified.	M		

<b>1.22</b>	Sourcing requirements to ensure the supply of compliant structural steels specified.	M		
<b>1.23</b>	Any amendments to AS/NZS 5131 default requirements specified (e.g., treatment grades, functional tolerances, Quality plans for CC2 projects etc.)	M		
<b>1.24</b>	Proprietary system specified.	C		
<b>1.25</b>	Propping requirements specified.	M		
<b>1.26</b>	Other (specify)			

*Note: For Material Order Issue, all category M items must be checked; For Construction Issue, all category M and C items must be checked.*

**STEELWORK DRAWING COMPLETION CHECKLIST**

Project Name: \_\_\_\_\_

Drawing Type: **Plans**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
2.1	All grids defined and dimensioned.	M		
2.2	All member sizes and orientations specified.	M		
2.3	Plan location and orientation of each column specified.	C		
2.4	Specific location of each beam dimensioned.	C		
2.5	Sufficient reference dimensions given in non-rectangular areas.	C		
2.6	Beams requiring pre-cambering clearly identified.	M		
2.7	Shear studs specified.	M		
2.8	Details provided for any other special reinforcing plates to be included.	C		
2.9	The purlin span details provided e.g., single, double, lapped and lap length.	C		
2.10	Roof purlin bridging, fly bracing, and light cross bracing clearly specified and located.	C		
2.11	Specific dimensions provided for trimming out openings for other trades e.g., Air conditioning ducts, Stair/lift voids.	C		
2.12	Gutter slopes and fall directions clearly identified.	C		
2.13	All relevant steelwork plans, elevations and connection drawings and Electrical, HVAC, Mechanical, and Architectural Drawings referenced and coordinated.	C		
2.14	Standard connection specified (e.g., WP30 NC)	C		
2.15	Correct detail referencing	C		
2.16	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.

**STEELWORK DRAWING COMPLETION CHECKLIST**

Project Name: \_\_\_\_\_

Drawing Type: **Elevations and Sections**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
3.1	All grids defined and dimensioned.	M		
3.2	All member sizes and orientations specified.	M		
3.3	All RL's of bottom of base plates shown.	C		
3.4	All top of steel RL's (TOS) given.	C		
3.5	All column, rafter and beam splice locations given.	M		
3.6	"Between floor" member locations specifically dimensioned.	C		
3.7	Sufficient reference dimensions given in sloping areas.	C		
3.8	Specific dimensions provided for trimming out openings for other trades e.g., Window/door openings.	C		
3.9	Girts, hangers, fly braces and cross-bracing specifically dimensioned and located.	C		
3.10	Supports for door opening machinery coordinated with door supplier.	C		
3.11	Standard connections fully specified (e.g., WP30 NC)	C		
3.12	Correct detail referencing	C		
3.13	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.

Project Name: \_\_\_\_\_

Drawing Type: **Connections**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
<b>4.1</b>	Columns			
<b>4.1.1</b>	All base plates and hold down bolt connections designed, specified and sufficiently dimensioned.	C		
<b>4.1.2</b>	Grout thickness' sufficient to contain the jacking nuts.	C		
<b>4.1.3</b>	The bottom ends of the hold down bolts sufficiently contained within the footings and sufficiently dimensioned.	C		
<b>4.1.4</b>	Top ends of the hold down bolts sufficiently contained with finish floor and sufficiently dimensioned.	C		
<b>4.1.5</b>	All other construction items such as rebar unaffected by the hold down installation.	C		
<b>4.1.6</b>	The hold down bolt patterns sufficiently contained within the footings and sufficiently dimensioned.	C		
<b>4.1.7</b>	Column to column splice details and locations	C		
<b>4.1.8</b>	If required, column caps specified	C		
<b>4.1.9</b>	Other (specify)			
<b>4.2</b>	Beams			
<b>4.2.1</b>	Other cast-in or site drilled connections designed, specified, and sufficiently dimensioned.	C		
<b>4.2.2</b>	Cast-in's sufficiently contained in the walls and/or floor slabs.	C		
<b>4.2.3</b>	All other construction items, such as rebar, unaffected by the cast-in or site drilled connection installation.	C		
<b>4.2.4</b>	Beams to cast-ins or drilled on-site connections.	C		
<b>4.2.5</b>	Beam to beam one-sided	C		
<b>4.2.6</b>	Beam to beam two-sided	C		
<b>4.2.7</b>	Beam to beam splice	C		

<b>4.3</b>	Beam to column			
<b>4.3.1</b>	Non-moment beam to column flange	C		
<b>4.3.2</b>	Non-moment beam to column web	C		
<b>4.3.3</b>	Moment beam to column flange	C		
<b>4.3.4</b>	Moment beam to column web	C		
<b>4.3.5</b>	Beam on supporting column	C		
<b>4.3.6</b>	Column to supporting beam	C		
<b>4.4</b>	Bracing to beams or Columns	C		
<b>4.5</b>	Connections for FOB items	C		
<b>4.6</b>	Other (specify)			

*Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.*

**STEELWORK DRAWING COMPLETION CHECKLIST**

Project Name: \_\_\_\_\_

Drawing Type: **Stairs**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
5.1	All relevant grids defined and dimensioned.	M		
5.2	All member sizes and orientations specified.	M		
5.3	Specific dimensioning given to locate the stairs in relation to the main structure.	C		
5.4	All RL's of bottom of base plates shown.	C		
5.5	All top of steel RL's (TOS) given and set downs noted.	C		
5.6	All column splices located.	M		
5.7	"Between floor" members specifically dimensioned.	C		
5.8	Sufficient reference dimensions given in sloping areas.	C		
5.9	Cast-in fixings to concrete work coordinated with concrete drawings.	C		
5.10	All relevant steelwork plans, elevations, and connection Drawings and Architectural Drawings referenced and coordinated.	C		
5.11	Connections fully specified.	C		
5.12	Correct detail referencing.	C		
5.13	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.



Project Name: \_\_\_\_\_

Drawing Type: **Lift Framing**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
6.1	All relevant grids defined and dimensioned.	M		
6.2	All member sizes and orientations specified.	M		
6.3	Specific dimensions given to locate lift framing in relation to main structure.	C		
6.4	All RL's of bottom of base plates shown.	C		
6.5	All top of steel RL's (TOS) given and set downs noted.	C		
6.6	All column splices located.	C		
6.7	"Between floor" members specifically dimensioned.	C		
6.8	All relevant steelwork plans, elevations, and connection Drawings and Electrical, Mechanical, and Architectural Drawings referenced and coordinated.	C		
6.9	Connections fully detailed	C		
6.10	Correct detail referencing	C		
6.11	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.

**STEELWORK DRAWING COMPLETION CHECKLIST**

Project Name: \_\_\_\_\_

Drawing Type: **Walkways and Access Ladders**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
7.1	All relevant grids defined and dimensioned.	M		
7.2	All member sizes and orientations specified.	M		
7.3	Specific dimensioning given to locate all framing in relation to the main structure.	C		
7.4	All RL's of bottom of base plates shown.	C		
7.5	All top of steel RL's (TOS) given and set downs noted.	C		
7.6	All member splices located.	C		
7.7	"Between floor" members specifically dimensioned.	C		
7.8	Hand and guard-rails specified and set out dimensions given.	C		
7.9	Foot tread plate, foot mesh, ladder rungs, and fixings specified and set out.	C		
7.10	All relevant steelwork plans, elevations, and connection Drawings and Electrical, HVAC, Sprinkler, and Architectural Drawings referenced and coordinated.	C		
7.11	Connections fully detailed.	C		
7.12	Correct detail referencing.	C		
7.13	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.

Project Name: \_\_\_\_\_

Drawing Type: **Overhead Crane Runway Girders**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
8.1	All relevant grids defined and dimensioned.	M		
8.2	All member sizes and orientations specified.	M		
8.3	All RL's of bottom of base plates shown.	C		
8.4	All top of steel RL's (TOS) given.	C		
8.5	Members specifically dimensioned.	M		
8.6	Pre-cambers specified.	M		
8.7	Special levelling tolerances specified.	C		
8.8	Crane rail and crane rail attachment systems to girders adequately specified.	C		
8.9	End buffers specified.	C		
8.10	The design satisfies crane supplier requirements for serviceability and strength.	M		
8.11	Any foot tread plate, foot mesh, and fixings specified and set out.	M		
8.12	All relevant steelwork plans, elevations, and connection Drawings, Electrical, HVAC, Sprinkler, and Architectural Drawings referenced and coordinated.	C		
8.13	Girder splices located	C		
8.14	Connections fully detailed.	C		
8.15	Correct detail referencing.	C		
8.16	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.

Project Name: \_\_\_\_\_

Drawing Type: **HVAC / Sprinkler / Electrical Supports**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
9.1	All relevant grids defined and dimensioned.	M		
9.2	All member sizes and orientations specified.	M		
9.3	Specific dimensioning given to locate all the framing in relation to the main structure.	C		
9.4	All top of steel RL's (TOS) given and set downs noted.	C		
9.5	All relevant steelwork plans, elevations, and connection Drawings and Electrical, HVAC, Sprinkler, and Architectural Drawings referenced and co-ordinated.	C		
9.6	Connections fully specified	C		
9.7	Correct detail references	C		
9.8	Other (specify)	C		

Project Name: \_\_\_\_\_

Drawing Type: **Cladding Systems**  
 Drawing Title:  
 Revision:

Drawing Number:  
 Issue Purpose:  
 Issue Date:



Other Non-Steelwork Drawings Referenced

Consultant	Drawing	Aspect Governed	Consultant	Drawing	Aspect Governed
Architect			Civil		
HVAC			Sprinkler		
Mechanical			Main Contractor		
Electrical			Other		

Item	Description	Issue Category	Completion Checked	Comments
10.1	All relevant grids defined and dimensioned.	M		
10.2	All member sizes and orientations specified.	M		
10.3	Specific dimensioning given to locate any framing for cladding panels in relation to the main structure.	C		
10.4	All top of steel RL's (TOS) given and set downs noted.	C		
10.5	"Between floor" members specifically dimensioned.	C		
10.6	Relevant steelwork plans, elevations, and connection Drawings, Architectural Drawings, and any other proprietary drawings referenced and coordinated.	C		
10.7	Connections fully specified.	C		
10.8	Correct detail referencing.	C		
10.9	Other (specify)	C		

Note: For Material Order Issue, all category M items must be checked; For Construction issue, all category M and C items must be checked.



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