



MAGNUM CONSTRUCTION SERVICES INC.

DAILY QUALITY CONTROL INSPECTION REPORT

Document Code: MCS-QM-F09 | **Revision:** 1.0 | **Effective Date:** October 31, 2025

1. PURPOSE

To record, monitor, and verify all daily field activities and inspection results related to workmanship, materials, and compliance with approved drawings, specifications, and ITPs.

This report provides an auditable record of quality performance for every project day.

2. SCOPE

Applies to all **construction, civil, structural, MEP, and architectural activities** carried out by Magnum Construction Services Inc. or subcontractors on any project site.

3. RESPONSIBILITIES

Role	Responsibilities
QC Engineer / Inspector	Performs daily inspections, fills out report, attaches supporting evidence.
Site Superintendent	Confirms activity completion and coordinates corrective actions.
Project Manager	Reviews and signs report; ensures NCRs are issued when required.
QA/QC Manager	Maintains the log, audits completeness, and trends recurring issues.



4. DAILY QC INSPECTION FORM TEMPLATE

Section

Details / Description

Project Name:

Project Number:

Date:

Location / Area / Grid:

Inspector Name:

Discipline: ☐ Civil ☐ Architectural ☐ MEP ☐ Structural ☐ Other

Weather Conditions: Temperature °C Humidity % Wind km/h

Inspection Checklist

Activity / Work Item	ITP Ref / Drawing No.	Inspection Type (Hold / Witness / Surveillance)	Acceptance Criteria / Tolerance	Result (A/R/N A)	Comments / Observations
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Legend:

A = Accepted R = Rejected N A = Not Applicable

Materials & Equipment

Material / Equipment	Supplier / Batch No.	Test Certificate No.	Inspection Status	Remarks
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Non-Conformance / Rework Items

NCR No.	Description of Issue	Immediate Action Taken	Responsible Person	Target Close Date
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Photographic Record

Attach a minimum of **three photos** per activity (pre-work, in-progress, post-completion) with date, location, and description.

Summary

Category	Count / Status
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Total Inspections Conducted	
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Accepted	
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Rejected	
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NCRs Raised	
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Reworks Completed	
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Sign-Off

Inspector (QC)	Date / Signature	Superintendent / PM	Date / Signature	Client / Consultant (if applicable)	Date / Signature
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5. RECORDS & DISTRIBUTION

- Completed reports are to be submitted **daily** to the Project QA/QC Department.
 - Retain **electronic and hard copies** for at least **10 years**.
 - Linked NCRs, test results, and photos shall be stored in the **Project Quality Archive**.
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6. EXCEL TEMPLATE STRUCTURE (recommended for digital version)

Tabs:

- 1. Cover & Instructions**
- 2. Daily Inspection Report**
- 3. Material & Equipment Log**
- 4. NCR / Rework Tracker**
- 5. Photo Index (auto-linkable folder)**
- 6. Dashboard (Auto-count by day / discipline)**