Borehole Completion Report

Supervisor Verification Checklist

Use this checklist to independently verify a drilling contractor's completion report submission against your supervision records and contract specifications before authorizing final payment.

How to use this checklist

- Complete sections in order — demobilization confirmation first; signatures last.
- Cross-check every entry against your own supervision logs — not the contractor's assurance alone.
- Check the box only when you have independently verified the item.
- Record all gaps in the Gap Log at the end with classification and a resolution deadline.
- Do not sign the Supervisor Sign-Off until all critical gaps are resolved.

Project Details

Project name: _____

Borehole reference number: _____

Site name: _____

GPS coordinates: _____

Community name and district: _____

Contractor name: _____

Contract reference number: _____

Supervisor name: _____

Date of verification: _____

Date completion report received: _____

Date contractor invoice received: _____

Section 1 — Demobilization Confirmation (Complete this before proceeding)

Demobilization must be signed off before the completion report can be verified. If the demobilization checklist has not been completed and signed, stop here and resolve demobilization first.

✓	Item	Notes / Discrepancies
☐	Signed demobilization checklist is on file	
☐	Site clearance confirmed — equipment removed, pits filled, topsoil replaced	
☐	Fuel spill remediation confirmed — if applicable	
☐	Borehole cap secured and sanitary seal confirmed in place	
☐	Any demobilization punch list items confirmed resolved and re-inspected	

Section 2 — Site Information

✓	Item	Notes / Discrepancies
☐	GPS coordinates recorded and verified against approved siting report	
☐	Site photographs included — minimum: completed borehole, surrounding area, concrete apron	
☐	Community name and administrative location recorded	
☐	Date drilling commenced and date drilling completed recorded	
☐	Borehole reference number consistent across all documents	

Section 3 — Drilling Records

✓	Item	Notes / Discrepancies
☐	Daily drilling logs present for every day of drilling	
☐	Each log entry includes: date, depth drilled, formation description, penetration rate, drilling fluid details	
☐	Any gaps in daily logs identified and explained in writing	
☐	Water strike depths recorded — depth, time, and formation change at each strike	
☐	Contractor's daily log cross-checked against supervisor's own daily log — discrepancies noted	
☐	Total drilled depth recorded and verified against supervisor's log	

Section 4 — Construction Details and Material Certifications

Verify material certifications alongside construction details — each material must be checked against contract specifications at the same time as the construction record.

✓	Item	Notes / Discrepancies
☐	Casing type, diameter, and grade recorded — material certification present and verified against contract specification	
☐	Casing installation depths recorded — top and bottom of each casing string	
☐	Screen type, slot size, diameter, and installation depths recorded — material certification present	
☐	Screen placement verified against aquifer zone identified in drilling log	
☐	Gravel pack type, grain size, and installation depth recorded — material certification or sieve analysis present	
☐	Grouting type, mix ratio, and depth intervals recorded — material certification or mix design record present	

☐	Sanitary seal depth and material recorded	
☐	All construction details consistent with as-built drawings	
☐	All materials verified against contract specifications	

Section 5 — Pumping Test Results

✓	Item	Notes / Discrepancies
☐	Static water level recorded before test — depth and date	
☐	Pumping test method recorded — constant rate, step test, or other	
☐	Pumping rate recorded for each test step	
☐	Drawdown measurements recorded at regular intervals throughout the test	
☐	Recovery measurements recorded after the pump is switched off	
☐	Specific capacity calculated and recorded	
☐	Recommended sustainable yield stated and justified	
☐	Pumping test duration meets contract specification	
☐	Pumping test data compiled and analyzed — not raw handwritten sheets only	

Section 6 — Water Quality Results

CRITICAL: Do not sign off if water quality results are absent, incomplete, or show unresolved exceedances above national standards. Water quality cannot be inferred from visual clarity.

✓	Item	Notes / Discrepancies
☐	All parameters required by the contract have been tested	
☐	Laboratory name verified against the contract's approved laboratory list	
☐	Laboratory submission receipt present — dated with sample reference numbers	
☐	Laboratory results present — dated and stamped by the laboratory	
☐	All results compared to national standards — compliant or non-compliant status stated for each parameter	
☐	Any parameter exceeding national standards flagged — action taken and documented	
☐	Water quality results cross-referenced against pumping test record — samples taken at the correct stage of the test	

Section 7 — As-Built Drawings

Cross-check as-built drawings against Sections 3, 4, and 5. The drawing must reflect actual — not designed — depths and specifications.

✓	Item	Notes / Discrepancies
☐	As-built drawing present for each borehole	
☐	Drawing shows actual — not designed — depths and specifications	
☐	Casing installation depths shown	
☐	Screen placement and depths shown	
☐	Gravel pack interval shown	
☐	Grouting interval and sanitary seal depth shown	
☐	Water strike depth or depths shown	
☐	Total drilled depth shown	
☐	GPS coordinates shown	
☐	Borehole reference number shown	
☐	Drawing is legible and professionally presented	
☐	Drawing is consistent with drilling logs, construction records, and pumping test data	

Section 8 — Photographs of Key Construction Stages

✓	Item	Notes / Discrepancies
☐	Drilling rig positioned and operational	
☐	Casing installation in progress	
☐	Screen installation	
☐	Gravel pack installation	
☐	Grouting in progress	
☐	Completed borehole with cap in place	
☐	Concrete apron installed	
☐	Site restored — before and after photographs where possible	
☐	Photographs dated and labelled with borehole reference number	

Section 9 — Signatures and Certification

✓	Item	Notes / Discrepancies
☐	Contractor's authorized representative signature present and dated	

☐	Supervisor signature present and dated	
☐	All pages initialed by both parties where required by contract	
☐	Three copies confirmed — client, community, District Water Office	

Gap Log

Record all gaps identified during verification. Classify each as Critical — must be resolved before sign-off — or Minor — should be corrected but does not block sign-off.

#	Section and description of gap	Classification and required action	Deadline / Resolved date
1			
2			
3			
4			
5			
6			

Verification Summary

Sections reviewed: _____ of 9 Sections fully compliant: _____ Sections with gaps: _____

Critical gaps identified: _____ Minor gaps identified: _____

Supervisor Recommendation

Select one recommendation.

☐	**Report accepted — all sections verified and compliant** All nine sections reviewed. No critical gaps. Minor gaps noted in Gap Log for contractor attention. Recommend payment authorization.
☐	**Report conditionally accepted — minor gaps identified**

	Minor gaps are noted in the Gap Log with required actions and deadlines. Conditional payment may be considered at the client's discretion. Final sign-off withheld until gaps are resolved and verified.
☐	**Report not accepted — critical gaps present** Critical gaps are documented in the Gap Log. The contractor must resolve all critical gaps and resubmit before payment can be considered. Sign-off withheld.

Supervisor Sign-Off

By signing below, the supervisor certifies that this verification was conducted independently against supervision records and contract specifications, and that all critical gaps have been resolved.

Role	Signature	Date
Drilling Supervisor	_____	_____
Supervisor name (print)	_____	_____
Organization	_____	_____
Project reference	_____	_____

This checklist is the supervisor's independent verification record. It does not replace the contractor's completion report — it documents the supervisor's assessment of that report against supervision records and contract specifications.

Professional Borehole Drilling Supervision Course | Global Water Center | Developed with reference to UNICEF and RWSN guidance.