BUYER PREPARATION CHECKLIST

Steel Structure Project Preparation Checklist

Use this checklist to organise a steel structure inquiry and to shorten the distance between first contact and a scope-based quotation. Nothing here needs to be complete to start a conversation, but the more of it you have, the fewer review rounds a project needs.

01 Project inputs to prepare

These are the inputs that decide whether a scope review can start, and how quickly a project-specific discussion becomes possible.

- [ ] Project country, site location and destination port
- [ ] Building use: warehouse, workshop, industrial plant, cold storage or other
- [ ] Overall length, width, eave height, span and bay spacing
- [ ] Design loads and the standard the project must follow
- [ ] Steel grade and any material restrictions
- [ ] Roof and wall system, openings, doors and windows
- [ ] Surface treatment or coating requirement
- [ ] Supply scope: structure only, structure with envelope, or wider package

02 Drawing submission guide

Drawings do not need to be final to start a review. A clear revision status matters more than completeness.

- [ ] Architectural floor plans and elevations
- [ ] Structural general arrangement and grid lines
- [ ] Member schedules with sections and material grades
- [ ] Connection details available at the current design stage
- [ ] Revision number, issue date and drawing units
- [ ] Accepted formats: PDF, DWG, DXF, XLSX, XLS, DOCX, JPG or PNG up to 5 MB

03 BOQ information guide

A BOQ is the fastest route to a comparable scope review when drawings are still in progress.

- [ ] Item description and category
- [ ] Material standard and steel grade
- [ ] Section designation, plate thickness or panel build-up
- [ ] Quantity with unit: tons, pieces, square metres or metres
- [ ] Surface preparation and coating system
- [ ] Accessories, fasteners and loose parts
- [ ] Packing requirement and marking requirement

Project requirements, technical scope, commercial terms and delivery expectations require manual review before quotation.

04 Export packing and loading inputs

Packing and loading constraints are easier to solve before fabrication release than after.

- [ ] Maximum transportable length, width, height and piece weight
- [ ] Container preference: 40HQ, 40OT or 20GP
- [ ] Bundle marking and piece-mark requirement
- [ ] Protection requirements for connection faces and coated surfaces
- [ ] Loose parts that must be itemised and packed separately
- [ ] Site unloading equipment and sequence

05 What happens after you send an inquiry

Every inquiry follows the same route, so you know what to expect at each step.

- [ ] Your inquiry is stored and assigned a reference number
- [ ] The steel structure team reviews the submitted information
- [ ] Open points are confirmed with you before any scope is quoted
- [ ] Technical scope and commercial terms are confirmed manually
- [ ] A scope-based quotation is prepared from confirmed information

06 Quality checkpoints you can ask about

These are the control points our fabrication process works to. Ask for the ones that matter for your project to be recorded in the inspection scope.

- [ ] **Material receiving check:** Steel grade, heat number and mill test certificates are checked against the approved material list before any plate or section is cut.
- [ ] **Cutting and drilling check:** Component length, hole diameter, hole group position and edge preparation are measured against the approved shop drawings.
- [ ] **Assembly and welding check:** Fit-up, root gap, camber and weld leg size are checked before welding. Weld procedures and welder qualification follow the standard specified for the project.
- [ ] **Dimensional inspection:** Overall length, squareness, member straightness, connection locations and hole groups are measured after welding and before surface treatment.
- [ ] **Surface treatment check:** Shot-blast grade, coating dry film thickness or galvanizing coverage are inspected and recorded against the coating specification.
- [ ] **Packing inspection:** Bundle contents, piece marks, protection of connection faces and the loose-part list are checked against the packing list before loading.

Talk to the steel structure team

Email: sales@hengyishengsteel.com
Phone / WhatsApp: +86 13949830773
Website: https://www.hengyishengsteel.com

Send project country, building use, dimensions, drawings or BOQ, supply scope and destination port for a manual scope review.

Project requirements, technical scope, commercial terms and delivery expectations require manual review before quotation.