

QC/QA Procedures Checklist

Jan. 2010 Final Version

1. Batching records maintained electronically by date produced, showing mix design, quantity and date produced, truck number, tare batch weights and actual batch weights. In the event of equipment failure, hand written records are available.
2. Certificates of compliance on file for cementitious materials, aggregates, and admixtures.
3. Action plan available for the disposition of non-conforming raw materials, including silo and stockpile contaminations.
4. Action plan available for the disposition of non-conforming, rejected, or returned concrete.
5. Plant and truck certifications on file.
6. Mix submittals, including historical data and certificates of compliance on file.
7. Quality Control training course in place for new employees, including drivers and plant personnel. Training records on file.
8. Record of Quality Control personnel certifications on file.
9. Daily log of quality control tests available.
10. Plant NYSDOT certified (including scales, batch recorders, and admixture dispensers)
11. Trucks NYSDOT certified.
12. Plant NRMCA certified every two years. Certification conspicuously displayed.
13. Trucks NRMCA certified every two years. Certification stickers conspicuously displayed.
14. Record of truck inspections on file, including condition of internal drum, manometer, revolution counter, and water tanks.
15. Truck inspections conducted at least once each month.



16. AAP accredited laboratory on site with all equipment required to conduct required concrete and aggregate tests.
17. Intake pipes for each cementitious material clearly marked and easily readable day or night.
18. Aggregates stored in such a manner as to prevent segregation and contamination.
19. Moisture content of coarse and fine aggregates determined daily.
20. Moisture content of coarse and fine aggregates to be determined whenever it is suspected that the moisture content has changed by more than 0.5 percent for coarse aggregate and 1.0 percent for fine aggregates.
21. Compensation for the actual moisture content of coarse and fine aggregates for each batch produced.
22. Gradation tests for all aggregates used performed at least once each day in accordance with ASTM C-136.
23. Additional gradation tests performed whenever it is suspected that the grading of any aggregate has changed such that it affects slump, air content, density (unit weight) or water demand.
24. Daily grab samples (minimum 200 grams) obtained for each cementitious material used. Samples shall be catalogued for future reference and retained for no less than 60 days.
25. Slump, air content, water content (microwave test), unit weight, and temperature tested at least once per day.
26. Software and data available for determining moving average and standard deviation of mix designs by selected projects, plant, or date range.
27. Quality Control Plan in place for producing and controlling lightweight concrete.
28. System in place for presoaking lightweight aggregate.
29. When producing lightweight concrete, moisture content and unit weight of lightweight aggregate checked prior to use and each 100 yards or fraction produced each day.

