

**North Carolina Department of Transportation**

**Materials and Tests Unit**

**2025 Ready-Mix Concrete Facility Annual Audit Checklist**

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| --- | --- | --- | --- |
| Date: **Click or tap to enter a date.** | NCDOT RM#: | New Facility: | Division: |
| Producer: | City: | County: | State: |
| On-Site Representative: | | M&T Representative: | |

The following are to be verified by marking Pass, Fail or N/A and documenting the dates where indicated.

**Documentation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Pass** | **Fail** | **N/A** | **Comments** |
| 1 | 3rd party facility certificate (must be active and copy on-site).  NRMCA Certificate Expiration date: |  |  |  |  |
| 2 | Current 3rd party inspection report (must have a copy on-site).  3rd party Inspection date**:** |  |  |  |  |
| 3 | Facility manager is sending all inspection documentation to M&T: [readymixinspections@ncdot.gov](mailto:readymixinspections@ncdot.gov) |  |  |  |  |
| 4 | Approved trucks/fleet inspection – must be current, with a copy on-site. NOTE: An Inspection shall be conducted **annually.** Fleet Inspection Expiration date: |  |  |  |  |
| 5 | NCDOT certified Concrete Field Technician. (List the names on page 2) |  |  |  |  |
| 6 | NCDOT certified Concrete Batch Technician. (List the names on page 2) |  |  |  |  |
| 7 | NCDOT approved mix designs. Hard copies must be available on-site. |  |  |  |  |
| 8 | Approved materials (cement, fly ash, slag, aggregates, admixtures) must comply with approved mix designs. |  |  |  |  |
| 9 | All Scales are currently calibrated (including scales for the moisture tests). NOTE: Scales shall be calibrated at least **twice a year**. Date of calibration: |  |  |  |  |
| 10 | The Batcher performs moisture tests of fine and coarse aggregates as required. Ensure that moisture test equipment is in good condition. |  |  |  |  |
| 11 | The batcher’s ability to adjust all actual moisture information during the batching process. |  |  |  |  |
| 12 | Ability to perform moisture probe correlation and ability to adjust moisture probe, if necessary. |  |  |  |  |
| 13 | Associated NCDOT documentation (903, 250, copies of batch weight, moisture tests, etc.) Files on-site. |  |  |  |  |
| 14 | Current Admixture calibration report (must have a copy on-site). NOTE: Shall be calibrated at least **twice a year.** Date of calibration: |  |  |  |  |
| 15 | The annual water analysis tests report is on-site.  A Ready-Mix Concrete facility must have the water tested at least **once per year**. |  |  |  |  |
| 16 | **The M&T Representative** shall sample Water **once per calendar year** during the annual Audit as outlined:  ***a) Well Water: Sample all Well water sources, regardless of the county.***  ***b)*** ***Municipality Water: Sample only from the following counties:*** Beaufort, Bertie, Brunswick, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Hyde, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Tyrell and Washington. **Public water from all other counties may be accepted by the annual municipality/city analysis report.**  ***c) All Out-of-state water shall be sampled and tested, regardless of its source.***  **NOTES:** - ***Acceptable water sources utilized in the production of NCDOT concrete are limited to Well and Municipality – all other water sources are prohibited.***  ***- All water samples are to be submitted to the “Chemical” lab in HiCAMS.*** |  |  |  |  |
| **Overall, the M&T Inspector’s decision regarding passing an Audit.** | |  |  |  |  |

**Samples Obtained**

***Does material sample match: Bill of lading***:  Yes  No  **&** M***ix design***:  Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Sample*** | ***Material/ Supplier*** | ***Sample Taken From*** | ***HiCAMS #*** | ***Date Submitted*** | ***Comments*** |
| **Cement**  Type  Type |  |  |  | **Click or tap to enter a date.**  **Click or tap to enter a date.** |  |
| **Fly Ash** |  |  |  | **Click or tap to enter a date.** |  |
| **Slag** |  |  |  | **Click or tap to enter a date.** |  |
| **Fine Aggregate** |  |  |  | **Click or tap to enter a date.** | Must come from approved QC/QA quarry: FA# |
| **Coarse Aggregate** # |  |  |  | **Click or tap to enter a date.** | Must come from approved QC/QA quarry: CA# |
| **Coarse Aggregate** # |  |  |  | **Click or tap to enter a date.** | Must come from approved QC/QA quarry: CA# |
| **Water**  ***(Copy of the test results should be send to the plant)*** | *Well* |  |  | **Click or tap to enter a date.** | M&T sample during audit and **a copy of the water results should be sent to the plant.**  ***Sample Card must include the following:***   1. ***County of water source*** 2. ***Water source: Well or City*** 3. ***Facility is new or existing*** |
| *Municipality* |  |  | **Click or tap to enter a date.** |

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| **Comments:** |

**Personnel**

Any personnel involved in the QC testing of the product must have a current NCDOT Field Testing Technician certification.

Any personnel involved in the batching operations at the plant must have a current NCDOT Batch Technician Certification.

List all Field Testing, and Batch Technicians below:

**NCDOT CONCRETE FIELD TECHNICIAN (PCT)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Certification Number - PCT** | **Certification Expiration Date** | **Assessed Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**NCDOT CONCRETE BATCH TECHNICIAN (PCB)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Certification Number - PCB** | **Certification Expiration Date** | **Assessed Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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| --- |
| **General comments:** |

Report shall be submitted to: [ReadyMixInspections@ncdot.gov](mailto:ReadyMixInspections@ncdot.gov)