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# Standard Operating Procedure (SOP)

Approval Process – New Ready-Mixed Concrete Facility

## 1. Purpose

This SOP outlines the steps for obtaining approval as a ready-mixed concrete producer on the NCDOT Approved Producer List (APL). It applies to new producers and those removed from the APL for more than three months.

## 2. Scope

This process applies to ready-mixed concrete producers seeking to supply concrete to NCDOT or projects within NCDOT right-of-way. It does not apply to Precast, Prestress, or Volumetric operations.

## 3. Procedure

### Step 1: Third-Party Inspection (NRMCA)

* Each producer must complete a third-party inspection by the National Ready Mixed Concrete Association (NRMCA).

**Note:** Plants used for PCCP (Portland Cement Concrete Pavement) do not require a 3rd party inspection.

* Use the link to locate an approved inspector: <https://www.nrmca.org/certifications/plant-and-truck-certification-program/>
* The producer is responsible for scheduling and funding the inspection, as well as ensuring the NRMCA inspection is completed.
* All required sections must be successfully completed as part of the NRMCA approval process.
* The NRMCA inspector must complete the “NCDOT Addendum” during the visit.

### Step 2: Submission to NRMCA

* After the inspection, the producer’s Quality Control (QC) Manager must submit all documentation to NRMCA for final approval.

### Step 3: Ownership Form Completion

* The producer’s QC Manager completes the Ownership Update Form.

### Step 4: Submission to NCDOT

* Upon final NRMCA approval, the facility representative must email the following documentation to [readymixinspections@ncdot.gov](mailto:readymixinspections@ncdot.gov) :

- Full third-party inspection package, approved and signed by NRMCA, with the Certificate also signed by

plant officials.

- Completed NCDOT Addendum.

- Ownership Update Form.

### Step 5: Vendor System Activation

* The facility will be registered and activated in the Vendor system and assigned an RM number.
* However, the facility will remain in an expired status until the full approval process is completed, which includes the M&T facility Audit and materials sampling and evaluation process.
* The RM number is used to identify the facility and its mix designs during the approval process.

### Step 6: Mix Design Submission

* An NCDOT-certified Mix Design Technician must submit the mix designs using electronic Form 312U to [concretedesigns@ncdot.gov](mailto:concretedesigns@ncdot.gov) for approval.
* The fillable PDF version of the Form 312U is located on the Materials & Tests website: <https://connect.ncdot.gov/resources/Materials/MaterialsResources/Form%20312U%20Rev06-20.pdf>
* For mixes submitted for pre-approval, please indicate the RM number on Form 312U and note that the mix design is for a “New Facility”.

### Step 7: Facility Audit Request

* The facility representative is responsible for contacting the local M&T Section Materials Specialist (SMS) to schedule a facility audit.

### Step 8: Initial Audit by SMS

* The SMS (or designated representative) shall conduct the full facility audit process, including a visual inspection of aggregate stockpiles and/or bins, collection of materials samples, and verification of documentation.

Materials requiring sampling include:

- Cementitious materials,

- Aggregates

- Water (if required).

1. The SMS (or designated representative) should enter samples in HiCAMS as “Informational” with a note: “Sample for New Plant Approval”.
2. Samples must be sent to the Central Lab Structural Materials – Chemical Section.

### Step 9: Final Submission to NCDOT

* The Chemical Lab will analyze and evaluate the cementitious material(s) and water (if applicable) samples obtained from the Ready-Mixed Concrete facility.
* After performing fingerprint analysis to confirm the sources of cement and any other cementitious materials (if applicable), a Chemical Lab representative will notify the SMS.
* The SMS shall submit the M&T Facility Audit Report and test results to [readymixinspections@ncdot.gov](mailto:readymixinspections@ncdot.gov) .
* After reviewing the documentation and initial tests results the facility will be placed in “Active” status in the Vendor system.
* The SMS is responsible for verifying the final test results.

**Note**: If any final test result fails, the status of the Ready-Mixed concrete facility will be determined on a case-by-case basis.

### Step 10: Reporting of Results

* The SMS informs the Ready-Mixed Concrete facility of the final audit sample results.