

CEMENTITIOUS MATERIALS QUALITY CONTROL PROGRAM CHECKLIST

Instructions for filling out Checklist:

1. The standardized section at the beginning of the checklist was designed to record general LIMS production facility information. Some of this information may not be applicable to all production facilities.

Company: _____ Vendor #: _____
 Mailing Address: _____ ID #: _____
 City: _____ State: _____ Zip Code: _____
 Physical Address (if different than above): _____
 City: _____ State: _____ Zip Code: _____
 Terminal or Plant: _____ Permanent or Portable: _____
 X / Y Coordinate: _____ / _____ County: _____
 Contact Person: _____ Phone #: _____
 E-Mail Address: _____ Fax #: _____
 QCP Received: _____ QCP Dated: _____ Date Reviewed: _____
 Evaluated by: _____ Accepted, Y / N: _____

QCP Item	Y/N	QCP Pg.
105-3.2 Personnel 105-3.2.1 Qualifications List of qualified personnel (Quality Control Manager, Plant Operator, Quality Control Technicians, and Plant Manager) included?		
105-3.2.2 Level of Responsibility Does the QC Plan outline the Plant Manager and QC Manager's responsibilities?		
105-3.3 Raw Materials 105-3.3.2 Certification Procedure for controlling and testing raw materials described?		
Fly ash producers include a certification that the burning of municipal garbage or any other refuse was not used to produce the residue material?		
105-3.3.3 Disposition of Failing Materials System for controlling non-conforming materials, including procedures for identification, isolation and disposition described?		
105-3.4 Storage Facilities for Raw Materials Method of storage of materials and duration described?		
Capacity and location of silos identified?		
105-3.6 Plant Requirements 105-3.6.1 Plant Identification QC Plan contains all pertinent identification as required for suppliers?		
QC Plan contains all pertinent identification as required for manufacturers (if different than the supplier)?		
105-3.6.2 Process Control System Flow chart showing manufacturing process from raw materials to the end product included?		

QCP Item	Y/N	QCP Pg.
Action to be taken in the event of a failure at the supplier's facility or at the concrete production facility described?		
Statistical analysis or data showing that the materials meet the requirements of the specifications made available?		
Sampling and Testing		
Sampling location and its accessibility described?		
Method and frequency of sampling and testing described?		
Historical log of sample testing available?		
Method of identification of production samples described?		
Duration verification samples will be kept and where?		
105-3.6.3 Loading and Shipping Control		
Method of assuring delivery vessels are empty prior to loading described?		
Method of delivery of materials described?		
105-3.6.4 Types of Products Generated		
Type of cement(s) being produced listed?		
Type of fly ash being produced listed?		
Grade of slag being produced listed?		
105-3.7 Other Requirements		
105-3.7.1 Copy of Certification		
Bill of Lading and shipping ticket made available?		
Copy of the Mill Certificate that accompanies each shipment included?		
105-3.7.2 Statement of compliance		
Statement of compliance that all products meet the applicable specifications included?		
Statement of compliance with data about cements meeting the specification requirements for heat of hydration results and maximum alkali?		
Statement of compliance with data about fly ash meeting the specification uniformity requirements for specific gravity and fineness (per ASTM C 618).		
Statement of compliance with data about metakaolin meeting the specification requirements for ASTM C 618 Class N with the following modifications:		
a) $\text{SiO}_2 + \text{Al}_2\text{O}_3 + \text{Fe}_2\text{O}_3$ is at least 85%?		
b) MSDS indicates the amount of crystalline silica is less than 1%?		
c) Loss of Ignition (LOI) is less than 3%?		
d) Equivalent Na_2O exceeds 1.0%?		
e) Amount of material retained on the No. 325 mesh sieve exceeds 1%?		
f) Strength Activity Index at 7 days at least 85%		
105-3.7.4 Describing Documentation Procedure		
Location of documents described?		
Types of documents to be stored (material certifications, test results, control charts) listed?		
105-3.8 Final Manufactured Product – Plant Operations		
105-3.8.1 Storage		
Methods of storage at plant described?		

QCP Item	Y/N	QCP Pg.
List of all distribution terminals (with contact information) is provided?		
105-3.10 Testing Laboratories Approved testing laboratories identified?		
Copy of last inspection reports provided by inspecting agency?		

End of Checklist
