

REPLACES B.7.10	PENNSYLVANIA DEPARTMENT OF TRANSPORTATION PROJECT OFFICE MANUAL	PART B	SECTION 7	PAGE 10-1
DATED 04/01/2014		DATE April 1, 2020		
SUBJECT CONCRETE PLANT RECORDS AND DOCUMENTATION				

The producer's name and plant address are required on the outside cover of the Material Plant Book. The producer will maintain the plant book as one book containing one set of test records as documentation for all projects supplied. Form [CS-4211](#), Table of Contents, lists all forms required for the plant book.

The producer is responsible for source documentation and production control in accordance with the approved Quality Control Plan. All testing procedures are found in Publication 19, Field and Laboratory Testing Manual or appropriate AASHTO or ASTM test methods.

Plant Inspector's Documentation

Keep, on a daily basis, Form [CS-4346](#), Items Quantity Book, as a Plant Master Diary, in black ink, and include the following information:

1. Date, Weather, Temperature Range
2. Inspector's Name, Title, Hours Worked
3. Visitors
4. Material Tests Performed
5. Material Deviations
6. Unusual Occurrences, Comments concerning Plant Operation, Conditions, Record Keeping
7. Inspector's Signature

Producer's Documentation

The producer is responsible for completion of the following form which will comprise the Material Plant Book. Use separate copies for coarse and fine aggregate gradations. For coarse aggregate, use the last row for percent solids or dry-rodded mass (weight). For fine aggregate, use the last row for fineness modulus.

Form CS-4211	Table of Contents
Form CS-4211A	Material Test Result
Form CS-4211B	Project Summary Record

PART B	SECTION 7	PAGE 10-2	DATE April 1, 2020
------------------	---------------------	---------------------	------------------------------

Form CS-4211C	Scale Check
Form CS-4211D	Plant Summary
Form CS-4211E	MTD Sample Submission Record
Form CS-4211F	Compression Test Record
Form CS-4211I	Aggregate No. 57
Form CS-4211J	Aggregate No. 8
Form CS-4211K	Fine Aggregate
Form CS-4211L	Aggregate No. OGS
Form CS-4211M	Aggregate No. 67
Form CS-4211N	Aggregate No. 2A
Form CS-4221A	Moisture Test Results
Form CS-4221B	Material Temperature Record
Form CS-4221C	Daily Orders and Releases Record
Form CS-4221E	Equipment Calibration Record

In addition, the producer is to keep straight-line diagrams or statistical quality control charts which show material control at the plant. The producer must also plot Quality Assurance samples when the results are received from the Laboratory Testing Section.

Plant Approval Form [TR-4109](#), Technicians Evaluation/Certification, Current Approved Master Designs, Properly Completed Certifications and an Approved Quality Control Plan are to be on file at the plant.

Production Acceptance

The producer's original delivery ticket (or a copy of the recordation ticket) must [accompany be transmitted with the](#) material released from a plant for acceptance on a project. The ticket is to contain the following information:

1. Contract number, complete state project number or purchase order number
2. The concrete plant supplier code
3. Method of concrete mixing (i.e., central or truck)
4. Class of concrete, JMF number, and trial mix number (i.e., trial #1, 2, etc.)
5. Number of cubic yards
6. Time of completion of mixing
7. Truck number

PART B	SECTION 7	PAGE 10-3	DATE April 1, 2020
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8. Number of mixing revolutions, if applicable
9. Total amount of water in pounds used in each truck.
10. The weight in pounds of the total cementitious materials
11. The types of additives and amount used in each truck (i.e., water reducer, Air-Entraining Admixture (AEA), retarder, etc.)

~~Submit the plant delivery slip and~~ Transmit the information required on the batcher-mixer slip form CS-4220 (according to AASHTO M 157) to the Inspector-in-Charge.

~~The plant inspector or the producer's technician must sign the first and last delivery ticket. The last ticket will also show the total number of tickets issued and the words "Last Load." If there is no plant inspector, the producer's technician is to sign the first and last ticket. Enough copies of the tickets are to be supplied for record keeping and payment.~~

NOTE: Job Plants - A ticket printed-generated by an automatic clock is to be provided giving time, date and number of cubic yards.