

Concrete Delivery and Batch Record

Blank project field record | Complete from current approved documents and site observations

Scope

Included: Receipt and allocation of ordinary ready-mixed concrete to cast-in-place work, from each batch docket through reconciliation and handover.

Excluded: Mix design approval; detailed fresh concrete testing; placement quality; specimen/laboratory reports; concrete certification; precast, piles, shotcrete and special infrastructure requirements.

Use and project setup

Project field: Project / contractor _____

Project field: Pour / lot / element and grid _____

Project field: Approved mix / order ref _____

Project field: Supplier / batch plant _____

Project field: Truck / docket no. _____

Project field: Arrival and discharge times _____

Project field: Recorder / receiving role _____

Project field: Open instruction / NCR ref _____

Before inspection: Approved mix/order and revisions — Compare actual docket identity and any changed supply with the controlled project basis.

Before inspection: Pour map and planned truck allocation — Link each load and actual quantity to the location receiving it.

Before inspection: Project timing and site-addition rules — Supply the exact time origin, limit, permission and responsible role where applicable.

Before inspection: Receipt tests and assigned roles — Identify only tests and decisions required by this project.

Before inspection: Discrepancy, unused/returned concrete and NCR process — Keep traceability and closeout for any affected load.

How to use

1. Confirm the current approved order/mix, element map, project timing basis and assigned receiving role.
 2. Enter one record per actual truck/batch; transcribe docket, times and quantity from the source.
 3. Document any site addition or altered supply only from an actual written direction and supplier/docket trail.
 4. Link the load to the real pour location and separately required sample/test record.
 5. Keep a discrepancy open until the assigned project role records a decision and evidence; reconcile leftover/returned quantity.
 6. Use the delivery log for repeat entries; continue on another blank copy when needed and retain the linked original evidence.
- Important: Blank field record. Apply the approved project criteria and record actual facts. Do not authorize a site addition or accept/reject a load by assumption.

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-01 Controlled pour and supply basis

What to observe	Pour/lot boundary, approved order and mix revision, location map, project timing rule and named receipt role.
How to check	Review current controlled documents at the workface and reconcile any revision or allocation conflict before recording receipt.
Acceptance basis	The current controlled documents identify the pour, approved supply basis and assigned receiving role. Any essential missing timing rule or revision conflict is identified for project direction before the affected receipt decision.
Reference to verify	Controlled pour/element register, approved concrete order and mix submission revisions, project delivery procedure and ITP responsibility/decision register.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Element / lot / pour-map ref	_____
Approved mix / order revision	_____
Timing clause / source	_____
Assigned receiver / role	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-02 Truck docket and batch identity

What to observe	Supplier, truck, docket, batch/mix designation and the actual ticket particulars required by the project.
How to check	Compare each docket to the approved order; transcribe identifiers and retain the complete ticket reference.
Acceptance basis	The docket identifiers and supplied mix can be reconciled with the current approved order and intended pour, against the project-required ticket details. Missing or mismatched identity remains open for assigned disposition.
Reference to verify	Approved concrete order/mix submission, project docket-detail requirements and the actual supplier delivery docket; cite the relevant identifier and revision.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Supplier / truck / docket	_____
Batch ID / mix label	_____
Ticket quantity / unit	_____
Docket file / photo ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-03 Mix change and site-addition trail

What to observe	Any actual site water/admixture or other change, stated quantity, time, requesting person, written authorization and supplier ticket notation.
How to check	Reconcile the order, docket and written instruction; never infer an addition or permission from appearance or verbal custom.
Acceptance basis	Any recorded change has the permission, quantity, time, responsible authority and supplier trail required by the project. An undocumented addition is not treated as permitted; where no addition occurred, record that observation or N/A with its basis.
Reference to verify	Project-approved site-adjustment rule, written load-specific instruction and supplier docket/change record; record the authorising role and locator.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Change / actual amount and unit	_____
Time / docket annotation	_____
Instruction and authority ref	_____
Supplier confirmation ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-04 Batch, arrival and discharge times

What to observe	Actual dispatch/batch, arrival and discharge times, sampling time if relevant, and any event used in a project-defined time check.
How to check	Capture times from docket and contemporaneous site logs; calculate elapsed time only where the project defines origin and method.
Acceptance basis	Recorded times have an identifiable source and, where a project time check applies, the elapsed assessment uses its stated origin and criterion. An unclear time basis or departure is referred; no universal time limit is supplied.
Reference to verify	Project specification or approved delivery procedure defining the timing origin, allowed condition and assessment method, plus the source docket and site log.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Batch / dispatch time + source	_____
Arrival and discharge start/end	_____
Project timing clause / origin	_____
Elapsed time if project requires	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-05 Quantity and placement allocation

What to observe	Ticketed and actual used/returned quantity, units, element/grid and any split-load allocation.
How to check	Cross-link docket to the placement diary and pour map; reconcile leftovers to actual return or disposition evidence.
Acceptance basis	The docket quantity and used/returned allocation are traceable to the actual pour locations under the project reconciliation procedure. Any unresolved allocation or quantity discrepancy remains open; no generic tolerance is assumed.
Reference to verify	Project pour/allocation map, supplier docket, quantity reconciliation procedure and actual placement/return record references.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Ticket / used quantity + unit	_____
Element / grid / placement ref	_____
Returned / unused quantity + unit	_____
Placement / return record ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-06 Receipt observation and separate test links

What to observe	Observable load condition or reported concern; any project-required fresh test/sample ID and actual test value/unit.
How to check	Record facts without inferring properties; link to the separate tester/method/equipment/sample record required by the project.
Acceptance basis	Observed concerns and required test/sample references are linked to the correct delivery and location. Any measured result is traceable to its original record and evaluated only against the governing project receipt criterion.
Reference to verify	Project receipt inspection/test requirements and linked fresh-test or sample record, including the tester/method and original evidence reference.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Observed condition / time	_____
Sample or test ID	_____
Actual value / unit if measured	_____
Tester / method / evidence ref	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Inspection record

Project: _____ Location / room / element: _____ Lot / area: _____

CD-07 Receipt decision, exceptions and handover

What to observe	Recorded status, authorized receiving decision, open docket/time/mix/quantity/test issues, corrective instruction and closeout evidence.
How to check	Separate recorder observation from decision; link decision maker role, conditions, NCR and recheck/closeout records.
Acceptance basis	The assigned role records the actual load decision, conditions and supporting instruction/evidence; unresolved issues carry into the ITP/NCR. Record completion is separate from any contractual release or permission to place.
Reference to verify	Project concrete ITP receipt decision/notice arrangements, assigned authority, load-specific instruction, NCR and evidence of closure or handover.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Load / affected location	_____
Decision / role / instruction ref	_____
NCR / action and recheck ref	_____
Handover recipient / date	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Delivery log

Use one row for each actual truck/batch. Link split allocations and extra details by reference to a pour map or continuation sheet. Establish the project receipt criteria in the check pages first; record only actual events and the assigned receipt decision.

Project / contract: _____ Element / pour / lot: _____ Date / shift: _____

Location / area: _____ Record reference / revision: _____

Docket / truck ID	Batch / mix designation	Element / pour / allocation ref	Batch time / source	Arrival / discharge start-end	Quantity / unit / used-returned	Sample / test record ref	Receipt decision / role / NCR ref

Issues and corrective action

Project: Location / room / element: Inspection date:

Item / date	Issue and immediate action	Disposition / corrective instruction	Recheck evidence / date	Responsible role / reference

Unresolved items: identify affected area, status, person notified, instruction / NCR reference and any condition before concealment or next work.

Concrete delivery receipt handover

Project: _____ Location / room / element: _____ Date: _____

Record handover status

- ☐ Record completed; evidence filed
- ☐ Action or recheck remains open
- ☐ Project / technical disposition required

Applies to docket traceability and delivery handover only. It does not approve a mix, prove test conformity, certify concrete, release a project point or authorize placement. Carry open loads into the concrete ITP/NCR.

Handover roles and references

Delivery recorder name / role / date _____

Assigned receiving decision role / date _____

Supplier contact / role, if clarification needed _____

Open NCR / instruction reference _____

Signatures record the named person's stated role and entry only. They do not by themselves approve design, certify compliance, release a contractual control point or authorize the next activity.

Source notes

References explain topic and record design only. They do not supply universal project acceptance values. Confirm contract documents, jurisdiction and approved product/system.

Cavoren cast-in-place concrete baseline

Role: Scope context only; not independent technical authority or project acceptance criteria.

Locator: Original proposed receipt topics CON-01, CON-09 and interfaces CON-10–11.

Source URL: <https://itp.cavoren.net/templates/concrete/>

Queensland Department of Transport and Main Roads, MRTS70 Concrete (July 2022)

Role: Topic guidance only. MRTS70 is for Queensland road/bridge infrastructure contracts (or other specified elements). Its values, timing limits, test frequencies, qualifications, H/W points, project roles and release rules are not generalized into these records.

Locator: July 2022, Clause 1/Table 1 (infrastructure scope); 10.5 (transport and delivery docket); 11 (plastic concrete checks/departure topics). Clause references are printed specification locators, not PDF viewer page numbers.

Source URL: <https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/Specifications-and-drawings/Specifications/2-Bridges-and-Structures/MRTS70.pdf>

Hutchies 040 Concrete Place Report (public Word report template)

Role: Contractor-specific example of report layout and handover, not universal criteria. No Hutchies text is reproduced.

Locator: Public 040 Concrete Place Report: header and closeout fields, rows 6–13 on discharge, placement, protection, curing and final records review. Contractor example only; no technical acceptance conditions are adopted.

Source URL: <https://toolbox.hutchies.com.au/uploads/040-Concrete-Place-Report.docx>