

Concrete Sampling and Test Record

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

Scope

Included: Field identity, sampling/test method reference, custody transfer, laboratory report transcription, project-specific review and exception closeout for ordinary cast-in-place concrete tests.

Excluded: Prescribing test operations or sampling rates; generic acceptance criteria; laboratory certification; structural interpretation; lot acceptance; curing of the constructed member or early-load authorization.

Use and project setup

Project field: Project / contractor _____

Project field: Element / grid / pour lot _____

Project field: Mix / batch / docket _____

Project field: Sample and specimen IDs _____

Project field: Test type / method edition _____

Project field: Laboratory / request ref _____

Project field: Lab report / revision _____

Project field: Review / disposition role _____

Before inspection: Project specification and sampling plan — Defines sample/test type, frequency, age, required specimens, report route and acceptance basis.

Before inspection: Adopted test method and laboratory assignment — Names actual method edition, sampling/testing party and their responsibilities.

Before inspection: Delivery ticket and pour-location records — Trace sample to batch and the element represented.

Before inspection: Sample labels and custody/transport forms — Preserves identity across each handover to the laboratory.

Before inspection: Review criteria and failed-result procedure — Names the project decision authority and response for anomalous or nonconforming results.

How to use

1. Confirm exact project sampling plan, method edition, report route and result reviewer.
2. Link sample and specimen IDs to actual docket, batch, pour lot and location.
3. Record tester/equipment and custody evidence only as required by adopted method; preserve contemporaneous forms.
4. Transcribe actual results and units exactly from issued report; retain amendments and laboratory comments.
5. Compare to the stated project criterion and record assigned reviewer decision; leave any unresolved result open for written disposition.
6. Use the specimen register for repeat entries; continue on another blank copy when needed and retain the linked original evidence.

Important: Blank record. Use the actual adopted test method and project criteria; transcribe results only from the issued laboratory report. It does not certify a test or concrete lot.

Inspection record

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

CT-01 Sample identity and concrete traceability

What to observe	Unique sample/set and specimen IDs, docket/batch/mix, date/time, lot, pour, element/grid and represented location.
How to check	Match labels and sampling log to docket and pour diary at sampling; preserve the defined link if a sample represents several specimens or locations.
Acceptance basis	The sample and specimen IDs are legible and traceable through source batch/docket and represented element/location under the project sampling plan. Duplicate or unmatched identity remains unresolved rather than assigned by assumption.
Reference to verify	Approved project sampling plan, sample/label register, source delivery docket and pour-location record; cite the actual identity and mapping references.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Sample / specimen IDs	_____
Docket / batch / mix	_____
Date/time and sampled location	_____
Pour / lot / element 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: _____

CT-02 Test purpose and method reference

What to observe	Requested test type, purpose, method clause/edition, requested age or occasion and sampling/testing role.
How to check	Transcribe from project test plan and laboratory request; reconcile with report headers when issued.
Acceptance basis	Test purpose, method/edition and requested occasion agree with the project test plan and laboratory request. A missing or conflicting method, age or sample basis requires clarification before the affected result is assessed.
Reference to verify	Project concrete specification/test plan, adopted test-method identifier and edition, and laboratory test request defining purpose and test occasion.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Test type / purpose	_____
Method / clause / edition	_____
Requested age / date basis	_____
Sampler / tester role and request 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: _____

CT-03 Tester and equipment evidence

What to observe	Sampler/tester role; actual equipment identifier and calibration/verification reference where required by adopted method.
How to check	Link equipment and competence evidence to the actual sample/test record without assuming credentials or intervals.
Acceptance basis	The actual performing role and any required equipment/competence records can be traced to the sample/test under the adopted procedure. Missing required evidence is referred for technical review, without assuming a credential or interval.
Reference to verify	Adopted procedure and project testing-provider requirements, actual sampler/tester record and any required equipment calibration/verification record.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Sampler / tester name and role	_____
Equipment ID / type	_____
Calibration / verification ref + date	_____
Deviation / query 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: _____

CT-04 Specimen preparation and field handling

What to observe	Observed specimen count/type and labels, sampling/casting time, initial storage/handling entry and any deviation required by the method.
How to check	Record contemporaneously from actual sampler log and labels; point to the exact method clause for details.
Acceptance basis	Recorded specimen type/count, preparation and initial handling evidence can be reconciled with the adopted procedure. A recorded departure is retained for method-based disposition; this form supplies no preparation parameters or validity judgement.
Reference to verify	Adopted specimen preparation/handling procedure and its clause, sampling/label log, initial storage record and any deviation instruction.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Specimen IDs / type / count	_____
Sampling/casting time	_____
Initial condition / storage record	_____
Method clause / deviation 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: _____

CT-05 Custody transfer and laboratory receipt

What to observe	Date/time and transferring/receiving roles, specimen IDs at each handover, dispatch record and lab receipt/condition acknowledgment.
How to check	Follow actual custody forms; reconcile ID at collection, delivery and receipt. Attach chain-of-custody or dispatch evidence.
Acceptance basis	Specimen identity remains traceable across the recorded transfers and laboratory receipt, with condition or custody exceptions identified under the applicable procedure. Missing acknowledgement or mismatched IDs remain Pending.
Reference to verify	Actual project/laboratory chain-of-custody or dispatch form, specimen labels, transfer record and laboratory receipt acknowledgement.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Handover times and roles	_____
Specimen IDs at transfer	_____
Lab receipt / condition	_____
Custody form / dispatch 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: _____

CT-06 Issued laboratory report and actual results

What to observe	Report ID/revision; specimen IDs; actual value and unit; test date/time/age; reported method, comments, invalid/omitted marks.
How to check	Transcribe exactly from issued lab report; do not convert or average unless adopted method directs. Keep report with record and flag amendments.
Acceptance basis	Each transcribed value, unit, method, test date/age and comment agrees with the identifiable issued report and specimen. Amendments and invalid/omitted result marks are retained; transcription alone does not establish project conformity.
Reference to verify	Original issued laboratory report and amendment/revision, sample/specimen register and the project test request or method used for reconciliation.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Report no. / revision	_____
Specimen ID	_____
Actual result / unit	_____
Test date and age / unit	_____
Method / comments / amendment 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: _____

CT-07 Project criterion and assigned result review

What to observe	Exact criterion, source document/revision/clause, actual result comparison/calculation if required, named assigned reviewer and recorded status.
How to check	Compare issued report against project test plan; show criterion and report side by side and have the assigned role record conclusion.
Acceptance basis	The assigned reviewer uses the actual governing criterion and original report to record a supported comparison and decision. An unavailable criterion or anomalous result remains open; no default strength, age or acceptance rule is set.
Reference to verify	Governing project result-acceptance clause/test plan and its approved revision, original report and assigned result-review/decision arrangements.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Criterion + unit / exact clause	_____
Source document / revision	_____
Review outcome / status	_____
Reviewer role / date	_____
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: _____

CT-08 Failed, missing or disputed result closeout

What to observe	Affected sample/batch/element, lab query or NCR, investigation, written disposition, further evidence/retest reference and closeout status.
How to check	Carry issue into concrete delivery/placement records; link original and revised reports, instructions, action and recheck in date order.
Acceptance basis	The affected sample/batch/element, written disposition and required follow-up evidence are linked, and the project-assigned role records closure or remaining conditions. This entry grants no structural or early-work release.
Reference to verify	Project nonconformance/technical-review procedure, laboratory query or amended report, written disposition and follow-up/retest evidence references.
Project criterion / actual approved document and revision	_____

Record field	Actual value / reference
Affected sample / batch / element	_____
NCR / lab query ref	_____
Written disposition / authority ref	_____
Follow-up evidence and closeout date	_____
Result / status (Pass / Fail / N/A / Pending)	
Inspector name / role / date	
Evidence / photo / report reference	
Issue / disposition / recheck evidence and date	

Specimen register

Use one row per specimen/result entry. Keep sample-set and batch links when several specimens represent one sample. Enter laboratory results only from the issued report; preserve the original report, amendments and custody evidence. This register indexes the evidence and does not replace it.

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

Location / area: _____ Record reference / revision: _____

Sample / specimen ID	Docket / batch ref	Element / pour location	Sampling date / time	Custody / lab receipt ref	Method / test age and unit	Report / revision	Actual result / unit	Review / disposition / role 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 test evidence handover

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

Record handover status

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

This status covers traceability and report review. The laboratory reports a test; the project-assigned role reviews it against adopted criteria. Neither this sheet nor the recorder certifies concrete or authorizes early work.

Handover roles and references

Field sampler / recorder name / role / date _____

Laboratory receiving role / date _____

Assigned result reviewer role / date _____

Open NCR / lab query / disposition ref _____

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 sampling and result-review topics CON-10 and CON-14.

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, Clauses 12.2–12.3 (batch/location, reports and testing records); 15.2.1–15.2.5 (in-situ sampling, specimen identity and handling, and early-age interface). Requirements apply only within the adopted TMR contract scope.

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>