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Approve Select Backfill Sources and Moisture: QA Checklist

Approve Select Backfill Sources and Moisture interactive checklist for inspectors: commentable workflow to verify gradation, moisture conditioning, and contamination control, with evidence capture and export as PDF/Excel.

Project:
Date:
Filled by:

Source Qualification	
1	Review supplier submittal for select backfill type per approved project specifications and authority requirements; method: document review; acceptance: engineer pre-approval letter on file; evidence: signed PDF uploaded to record.
2	Verify source location and permitted status; method: compare delivery documents to active quarry/license; acceptance: valid permit covering extraction date; evidence: permit photo and GPS coordinates recorded.
3	Confirm stockpile or lot identification and available quantity; method: inspect yard tags and weighbridge summaries; acceptance: unique lot ID and estimated mass (t) recorded; evidence: photos and log entry.
4	Check delivery vehicle cleanliness prior to loading; method: visual inspection of truck beds; acceptance: beds free of soil, debris, and standing water; evidence: timestamped photos before first load.

Material Gradation Verification	
5	Sample backfill from three locations and depths within the stockpile; method: clean shovel, sample bags, sealed chain-of-custody; acceptance: labeled composite sample with date and lot ID; evidence: chain-of-custody form uploaded.
6	Perform laboratory sieve analysis using the project-approved sieve series; method: accredited lab; acceptance: particle size distribution within approved gradation envelope; evidence: lab report with technician signature.
7	Assess fines content and plasticity; method: fines percentage and Atterberg limits testing; acceptance: values within project limits and non-plastic where required; evidence: signed test sheet attached.
8	Check for oversize particles; method: screen representative sample against specified maximum particle size; acceptance: no particles exceeding maximum size; evidence: photo with scale and count recorded.

Moisture Conditioning and Verification	
9	Establish target moisture range from laboratory OMC data; method: review Proctor-derived moisture curve; acceptance: documented target (e.g., OMC ±2% by mass); evidence: curve excerpt attached and value entered.
10	Measure stockpile moisture prior to conditioning; method: speedy moisture tester or oven-dry; acceptance: three readings recorded with meter serial number; evidence: readings (%) logged with photos.
11	Reduce moisture above target; method: aeration by windrowing and turning with loader; acceptance: retest within target range; evidence: before/after readings and process photos.
12	Increase moisture below target; method: controlled water spray using calibrated nozzle; acceptance: uniform wetting without runoff or puddling; evidence: added water volume (L) and retest results uploaded.
13	Confirm moisture uniformity across pile; method: test top, mid, and base at three points; acceptance: variability between points ≤ 2% moisture content; evidence: grid of readings recorded.

Contamination Control and Cleanliness	
14	Screen for organics, trash, and deleterious materials; method: spread sample on tarp and inspect; acceptance: none observed beyond project limits; evidence: photos and inspector notes.
15	Assess hydrocarbons when sourced near traffic or industry; method: field PID or lab TPH; acceptance: results below project thresholds; evidence: test certificate with units (mg/kg) attached.
16	Evaluate soluble salts (chloride/sulfate) for proximity to steel/concrete; method: field kits or laboratory analysis; acceptance: within specified limits; evidence: lab report uploaded.
17	Prevent cross-contamination during transport; method: clean, tarp-covered trucks and segregated routes; acceptance: no foreign material on arrival; evidence: arrival photos and delivery tickets.
18	Quarantine and reject nonconforming loads; method: direct to hold area and red-tag; acceptance: supplier notified and NCR opened; evidence: red-tag photo and NCR reference.

Storage, Handling, and Traceability	
19	Stockpile on firm, drained, non-contaminating surface; method: geotextile or concrete pad; acceptance: no contact with native soil or runoff; evidence: location photo with dimensions.
20	Minimize segregation during stacking; method: layered placement, limited drop height, avoid end-dumping; acceptance: visually uniform appearance; evidence: process photos.
21	Maintain weather protection; method: breathable covers during rainfall and overnight; acceptance: moisture increase within agreed tolerance; evidence: cover photos and next-day readings.

Documentation and Approval	
22	Maintain traceability; method: tag piles with lot ID, source, and date; acceptance: signage legible from 5 m; evidence: signage photo and logbook entry.
23	Complete digital approval checklist; method: interactive platform; acceptance: all fields ticked, comments resolved; evidence: time-stamped record and inspector signature.
24	Issue “Approved for Use” status before placement; method: notify contractor and engineer; acceptance: approval date precedes first placement; evidence: system notification or email filed.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Approve select backfill sources and moisture is a targeted pre-placement quality assurance process that confirms materials meet gradation, moisture conditioning, and cleanliness requirements before use. This checklist focuses on select fill approval, gradation verification, and contamination control while excluding any compaction or density testing. You will confirm source qualifications, verify particle size distribution with laboratory reports, and set a clear target moisture range based on laboratory data. Field teams then condition moisture—by controlled wetting or aeration—and recheck uniformity, ensuring consistent handling and traceability from quarry to stockpile. By preventing oversize particles, excessive fines, or deleterious contaminants, you reduce settlement risk, drainage issues, and corrosion potential near concrete and steel. The result is predictable performance and fewer costly rejections at the point of placement. Use this interactive, commentable workflow to tick steps, log moisture readings, attach lab certificates, and document approvals. Start now, add field photos, and export your records to PDF/Excel with a secure QR for verification.	1. Preparation: Gather sampling tools, moisture tester, labels, breathable covers, and PPE. Confirm access to the interactive platform, camera for photos, and an accredited laboratory for gradation and related testing. 2. Preparation: Confirm project-approved gradation envelope and target moisture range from lab data. Prepare chain-of-custody forms and set lot IDs aligned with delivery tickets. 3. Using the Interactive Checklist: Open the lot, start interactive mode, and tick steps as you proceed. Add comments to flag issues and assign actions to suppliers or crews. 4. Capture Evidence: Log moisture readings (percent by mass), upload lab reports, and attach photographs with scales. Record instrument serial numbers and dates for traceability. 5. Resolve Findings: If nonconformance occurs, create an NCR entry in comments, quarantine the lot, and document corrective actions. Retest and update the checklist status. 6. Sign-Off: When all items meet acceptance criteria, request digital signatures from inspector, contractor, and engineer. System stores time-stamped approvals. 7. Export and Archive: Export as PDF/Excel, share with stakeholders, and archive. Use the QR code on reports to authenticate the approved lot on site.