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Fresh Concrete Sampling Checklist for QA/QC on Site

Fresh Concrete Sampling Checklist helps teams obtain and identify representative samples. Interactive checklist is commentable and can export as PDF/Excel for traceable, compliant handling before testing.

Project:

Date:

Filled by:

Pre-Sampling Verification

1	Confirm governing requirements on site: approved project specifications and applicable sampling standard available and current. Capture a photo of the cover page and revision/date; record reference identifiers and responsible engineer/inspector acknowledgement.
2	Check delivery ticket details: producer, mix ID/reference, load/truck number, batch time, and designated element/location. Photograph the ticket and enter all fields; attach any electronic copy provided.
3	Record truck arrival, discharge start, and intended sampling time. Verify timing against limits per approved project specifications; log any exceedance as a comment and notify the responsible engineer.
4	Confirm sampling personnel are authorised/competent per site requirements. Record names, roles, company, and contact; obtain digital signatures of sampler and QA/QC witness.
5	Inspect sampling tools: scoops, pans, mixing tray, buckets/containers, lids, tags, and markers. Ensure they are clean, sound, and pre-damp (no free water). Capture photos of equipment condition before use.
6	Assign a unique sample ID linking to project, mix ID, load/truck number, location, and element. Prepare a waterproof label and QR-coded tag; verify readability and photograph the tag in place.

Sampling Location and Timing

7	Select a representative sampling point per project specifications (e.g., discharge chute, pump discharge, skip). Avoid washout points or areas with visible segregation. Photograph the chosen location and record the rationale.
8	Purge initial discharge until flow appears uniform as required by project specifications. Record approximate duration/volume purged and capture a photo showing steady, homogeneous flow.
9	Obtain the sample during the middle portion of discharge within the time window permitted by specifications. Record start and finish timestamps automatically and confirm continuous discharge conditions.
10	For pumped concrete, take the sample at the pump discharge after steady flow is established per specifications. Note pump ID/line, record flushing method used, and photograph the discharge point.
11	If small-volume placement or restricted access requires spot sampling, confirm it is permitted. Record justification, responsible approval, and exact point of collection; attach a location photo.

Sampling Method and Equipment	
12	Collect increments using a clean scoop or pan, avoiding loss of mortar. Take increments quickly to limit elapsed time per specifications; record the number of increments and timestamps.
13	When composite sampling is specified, obtain increments at spaced intervals during discharge and combine them promptly. Record interval timing and total composite time; photograph each increment before combining.
14	Minimise segregation during transfer by keeping drop heights low and avoiding vibration or excessive agitation. Photograph the transfer technique and note any constraints encountered.
15	Ensure sample containers are clean, rigid, and pre-damp without free water. Confirm capacity suits planned tests; record container ID/markings and capture a close-up photo.

Sample Handling and Protection	
16	Combine increments in a clean mixing tray and remix until the sample appears uniform, completing within the time limits in project specifications. Capture a short video or photos as evidence of thorough remixing.
17	Protect the sample from sun, wind, and rain by placing in shade and covering with a damp cloth or lid. Record protection method and time covered; attach a photo of the setup.
18	Maintain a clean staging area to prevent contamination by soil, debris, fuel, or rebar rust. Photograph the immediate surroundings and document housekeeping measures taken.
19	Do not add water or admixture to the sample. Tick confirmation, note any requests received, and capture witness initials and a comment if intervention was declined.

Identification and Traceability	
20	Label the sample container clearly with sample ID, project, mix ID, truck/load number, element, location, date, and time using waterproof marker and tag. Photograph the completed label close-up.
21	Link the sample record to the delivery ticket image and pre-create entries for slump, temperature, and cube/cylinder tests. Enable QR linking so downstream records scan back to this sample.
22	Capture sampler, foreman, and QA/QC inspector digital signatures acknowledging sample identity, timing, and condition. Store signatures with timestamps in the record.

Transfer and Handover	
23	Deliver the sample promptly to the test station within the timeframe required by project specifications. Log dispatch and receipt timestamps; photograph the handover point.
24	Maintain protection during transport: keep the container covered, level, and secure from jolting. Photograph the transport arrangement and note any delays or route constraints.
25	Brief the tester on sample ID, origin, and intended tests; verify acknowledgment. Capture tester's digital signature and cross-check the QR link functions before testing begins.
26	Archive photos, timestamps, signatures, and links; export the sampling report to PDF/Excel and file it in the project QA/QC directory with the sample ID as the filename.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Fresh Concrete Sampling Checklist ensures field teams obtain, handle, and identify a representative fresh-concrete sample before testing. This practical guide focuses on concrete sampling operations only—choosing a suitable sampling point, collecting a spot or composite fresh concrete sample, and safeguarding it for immediate testing. It emphasises clean equipment, prevention of contamination or segregation, correct timing during discharge, and clear identification so the representative sample links back to the truck/load and forward to slump, temperature, and cube/cylinder records. It does not cover performing the slump test, temperature measurement, casting/curing specimens, acceptance decisions, or placement/finishing. By following project specifications and the applicable sampling standard, site engineers, QA/QC inspectors, and technicians avoid biased results, rework, and disputes, delivering traceable, defensible outcomes on site. Use this interactive checklist to tick items, add comments, attach photos, and export PDF/Excel reports secured by QR for quick verification.	1. Preparation: Gather clean scoops/pans, mixing tray, damp containers with lids, waterproof markers, QR labels, and camera-enabled device. Arrange shaded space near the sampling point. Confirm access to project specifications and the applicable sampling standard on your device. 2. Using the Interactive Checklist: Start a new record, scan/enter truck and mix details, and assign a sample ID. Tick each step as completed, add comments, and attach photos/videos. Auto-capture timestamps. Use the QR tag to link delivery ticket and pre-create downstream test entries. 3. Sign-Off and Archiving: Capture sampler, foreman, and QA/QC digital signatures. Export the completed record as PDF/Excel and distribute to stakeholders. Archive in the project QA/QC folder. Verify QR authentication so future users can confirm the record on site.