

Recommended Practices for Management of Digital Plant QC Documents

The primary purpose of this guide is to help minimize the time required for plant staff to facilitate the records review portion of a plant audit. Variability in file naming, document organization, and software platforms can significantly increase the effort required to locate and review information. By adopting the conventions outlined in this document, plants can streamline audit preparation, reduce disruptions to production, and ensure an efficient audit process.

File Naming Conventions

1. Use a Standard Naming Structure: [DocumentType]_[Date]_[Description]_v[Version]

Example: MixDesign_2026-03-15_4000psi_v2.pdf

2. Use ISO Date Format (YYYY-MM-DD):

Ensures proper chronological sorting and avoids confusion.

3. Use Standardized Document Types:

Examples: BatchTicket, MixDesign, ConcreteTests, Calibration, Inspection, QCReport.

Avoid vague names like "Report1" or "Scan".

4. Include Version Control When Applicable: Use v1, v2 or RevA, RevB for revised documents.

5. Keep Names Concise but Descriptive: Target 30–80 characters with clear identification.

Folder Organization Conventions

1. Organize by Document Type First:

Examples: Quality Control, Mix Designs, Production Records, Testing Results, Equipment Calibration, Personnel Certifications

2. Use Date-Based Subfolders Where Relevant:

Examples: Production Records/2026/03, Testing Results/2026/Q1

3. Keep Folder Depth Shallow: Limit to 3–4 levels deep to avoid lost documents.

4. Mirror Audit Checklist Structure:

Organize folders to align with audit sections for quick navigation.

5. Separate Active vs Archived Records: Use folders such as Active/Archive or by year (2026, 2025).

General Best Practices

- Maintain consistency across the entire plant.
- Use searchable file formats (prefer text-searchable PDFs).
- Minimize duplicate storage locations. (Utilize a general folder such as “2026 General QA” for plant wide ongoing testing.)
- Ensure centralized and shared access to documents (not stored on a single individuals device/email).
- Provide a simple folder index or map to assist both QC staff and auditors.
- Proprietary software packages should be capable of outputting complete project records.

Records Requested for Review

Items	Check
Quality System Manual (QSM)	
Internal Audit	
Management Review	
Quality System Committee Meeting Minutes	
Personnel Certificates (PCI Certified & Qualified Welders)	
Current Mix Designs	
Initial Mix Qualification Testing (SCC)	
Initial Set Tests	
Tensioning Calculations	
ASTM's	
Material Testing:	
• Cement & Supplementary Cementitious Materials	
• Well Water Test	
• Admixture & Aggregate Compliance	
• Reinforcement (Rebar, Wire Mesh, Plate, Studs, etc.)	
• Prestressing Strand (All Sizes)	
• ASTM A1081 Strand Bond Test	
Calibrations:	
• Batch Plant (Aggregate, Cement, Water, Admixture Dispenser)	
• Stressing Jacks & Load Cells	
• Lab Equipment (Compression Machine, Lab Scale, Air Meter, Thermometer, Unit Weight Pot, Slump Cone, etc.)	
Aggregate Acceptance Testing	
• Petrographic Analysis or ASR testing	
• Specific Gravity, Absorption, etc.	
• Gradations	
Production Testing:	
• Stud Bend & Brittleness Testing	
• Aggregate Moisture Content Testing	
• Hardened Concrete Absorption Testing (Architectural)	
QC Records for Products Measured by the Auditor and Additionally Requested	
• Production Drawings/Shop Tickets	
• Tensioning	
• Batch Tickets	
• Fresh Concrete and Cylinder Tests	
• Curing Temperatures	
• Pre-pour Inspections	
• Post-pour Inspections	