



Masonry Mortar Laboratory Inspection Checklist

It is advised that a careful review of the following criteria be undertaken by the laboratory personnel who will be taking an active role in the inspection.

Scope of Inspection

The inspection covers the demonstration of each test method presented and a review of the equipment associated with each test.

The following ASTM test methods are included during a CCRL Masonry Mortar Inspection:

- C109 Compressive Strength of Hydraulic Cement Mortars
- C185 Air Content of Hydraulic Cement Mortar
- C230 Flow Table for Use in Tests of Hydraulic Cement
- C270 Standard Specification for Mortar for Unit Masonry
- C305 Mechanical Mixing of Hydraulic Cement Pastes and Mortars of Plastic Consistency
- C511 Mixing Rooms, Moist Cabinets, Moist Rooms, Water Storage Tanks, and Mix Water
- C1005 Reference Masses, Graduated Cylinders, and Balances
- C1437 Flow of Hydraulic Cement Mortar
- C1506 Water Retention of Hydraulic Cement-Based Mortars and Plasters
- C1093 Standard Practice for Accreditation of Testing Agencies for Masonry

There are various additional test methods (listed on the request form) that the laboratory may wish to add on to the scope of their inspection. Additional quality systems might include R18 (required for AASHTO accreditation). The laboratory must request this quality system or indicate to the inspector that it will be presented **prior to the inspection**. Any additional tests that the laboratory might wish to include for inspection should be clearly conveyed to the inspector **prior to the scheduled inspection date**.

How to Prepare for Your Inspection

- The laboratory should be prepared to mix fresh material to demonstrate each test and have a cured cube ready to break.
- Have individual samples for each test method and all of the associated equipment being presented ready for inspection/demonstration. Equipment should be clean and free of debris from laboratory testing, in working order, and in an accessible location. Any equipment that requires calibration/verification should be marked with accurate identification numbers.
- The demonstrations of these procedures should be made in accordance with the requirements of the applicable **ASTM test methods**, and **special laboratory practices should be avoided**.
- The following checklists are not all inclusive and should be used along with careful review of the applicable standards to prepare the laboratory for the inspection.

Those pieces of equipment which the laboratory would like to present for inspection should be cleaned, in working order, and in an accessible location for the inspector's examination. Have the following equipment ready and available:

	Flow Table (C230)	Indicate location of flow table and all accessories. Cam shaft must be accessible to inspector during the inspection.
	Air Content (C185)	Indicate the location of all 400 mL cylindrical measures and accessories.
	Water Retention Apparatus (C1506)	Indicate location of apparatus and all CCRL-verified dishes. New dishes should be made available and identified.
	Cube Molds (C151, C109)	Clean cube molds, assemble halves, and remove them from base plates.
	Graduates, Balances, and Scales (C1005)	All CCRL marked test graduates should be available. New graduates should be made available and identified, unless the laboratory weighs water for testing. Please indicate the location of all balances and/or scales used.
	Compressive Strength (C109)	Compression machine should be in safe operating condition.
	Mix Water, Work Room, and Moist Storage (Cabinet, Room, and/or Tanks) (C511)	Moist/water storage facilities should be in operating order for the inspection. Indicate to the inspector where the temperature recorder(s) is located, as well as retained records for weekly data evaluations. Specimens for demonstration should stay in appropriate storage until testing. The inspector will also monitor the temperature and humidity of the work room. Make available a reference thermometer with accompanying calibration paperwork.
	Mixer (C305)	Indicate location of all mixers and accessories.

Be prepared to demonstrate the following procedures:

	Batch Factor (C270)	Know or be able to reference batch requirements.
	Molding of Cube Specimens (C109, C305, and C1437)	Mix fresh mortar, perform flow procedure, and make one full set of cubes. If an alternative tamping method is presented, qualification records must also be presented.
	Water Retention (C305, C1437, and C1506)	Mix material, perform flows and fill dish as required under working vacuum.
	Air Content (400 mL) (C185)	Mix material, run flow, fill measure per the standard.
	Testing of Compressive Strength (C109)	Break one cube.

C1093 Quality System Requirements:

	Organization	Quality System manual should be made available, including information on the organization and management structure.
	Human Resources	Training and evaluation records for each technician, biographical sketches for supervisory personnel.
	Operations	Procedures as they pertain to materials testing.
	Quality Control	Written procedures and policies, Proficiency Sample Program records, internal reviews, and current ASTM methods.
	Equipment	A current inventory with appropriate records. The inspector will review all calibration/verification records for all equipment requiring calibration/verification. Have current and previous records available for review.