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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY  
FOR PRODUCING READY-MIXED CONCRETE CHECKLIST #0300**

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- ❑ (1) Completed **Product Control Application for Certificate of Competency** along with a check payable to "Building and Neighborhood Compliance Department" for the applicable amount. The application fee covers a one-year program participation period.
- ❑ (2) Submit a copy of your plant's Quality Control Program. To assure proper concrete production, the following items must be included:
  - ❑ (a) Manufacturer's certification for each type of cement,
  - ❑ (b) Manufacturer's certification for coarse and fine aggregates,
  - ❑ (c) Certified mill analysis for fly ash (if applicable),
  - ❑ (d) Manufacturer's specifications for admixtures,
  - ❑ (e) Certificate of inspection for all weighing devices by a state certified scale service agency,
  - ❑ (f) Number, manufacturer, and condition of truck mixers,
  - ❑ (g) Provide compressive strength reports of concrete cylinders performed by an independent testing laboratory, and
  - ❑ (h) Describe employee training in quality control and safety,
  - ❑ (i) Provide a list of key personnel, including title, education, and experience.
- ❑ (3) Delivery tickets must conform to ASTM C94 with the following information:  
(Provide a copy of a delivery ticket)
  - ❑ (a) Name of batch plant,
  - ❑ (b) Serial number of ticket,
  - ❑ (c) Date,
  - ❑ (d) Truck number,
  - ❑ (e) Name of purchaser,
  - ❑ (f) Project designation,
  - ❑ (g) Class or designation of concrete,
  - ❑ (h) Amount of concrete batched, and
  - ❑ (i) Time batched.
- ❑ (4) If the Florida Department of Transportation (FDOT) has approved your plant, provide a copy of the Concrete Plant Approval Letter signed by the District Materials Engineer. This letter must include the following information: Plant number, location, and the paragraph stating that the plant is approved to produce concrete for FDOT and is subject to inspection at any time.
- ❑ (5) If you wish to certify your plant for the production of **synthetic fiber-reinforced ready-mixed concrete** for use on non-structural slabs-on-grade in Miami-Dade County, provide specifications for the synthetic fiber products. Production of synthetic fiber-reinforced ready-mixed concrete must be included in your Quality Control Plan.
- ❑ (6) Submit, if applicable, any additional documents issued by other third-party certification entities such as FDOT, AISC, SJI, PCI, or an ISO 9001:2000 certificate relevant to the scope of fabrication.
- ❑ (7) An initial inspection will be performed at the fabricator's facility prior to the issuance of the Certificate unless otherwise approved by our Office.