

**Minutes of Meeting**  
**ACI Committee 121**  
**Quality Assurance Systems for Concrete**  
**Sunday, March 23, 2014**  
**3:00 – 5:00 PM**  
**Grand Sierra Resort**  
**Shasta 1**  
**Reno, NV**

1. Call to Order and Welcome  
The Chair, Tom Tyler, called the meeting to order at 3:00
2. Introduction of Members and Guests  
The six attending members, four guests, and TAC contact introduced themselves.
3. Update of Membership Status  
Mike Osburn and Jerry Parnes are new Voting members.
4. Establish Date of next Meeting  
The next meeting will take place on Sunday, October 26, 2014, 3:00 to 5:00 PM in Washington, DC.

5. Attendance  
Attending were the following (Appendix A):

Voting Members:

- |                     |                    |
|---------------------|--------------------|
| 1. Tom Tyler        | 4. Godwin Amekuedi |
| 2. Jon Ardahl       | 5. Oon-Soo Ooi     |
| 3. Michelle Walters | 6. Woody Vogt      |

TAC Contact:

1. Greg Zeisler

Guests

1. Joe Caruso
2. Chris McDermott
3. E. Vance Robinson
4. Ezgi Yurdakul

6. Approval of Minutes from (Previous) Meeting  
No quorum to accept Meeting Minutes from Phoenix, AZ.
7. Announcements
  - A. Oon-Soo Ooi and Tom Greene both were awarded ACI Fellowships at this Convention. Congratulations to both of them for their hard work!

- B. Jon Ardahl and Gajanan Sabnis are both celebrating 50 years of membership at this Convention!

8. Old business

- A. Revisions to the document – 121R-08—“*Guide for Concrete Construction Quality Systems in Conformance with ISO 9001*”

- a. No change since Dallas meeting (See Dallas Minutes). The Committee has 8 years to update, so a revision or renewal of the current document is required before 2016.

- B. Audit Document – Status

- a. Lab Audit Discussion

- i. Address overlap with Common Processes
- ii. Add subsection on calibration
- iii. Add certification of personnel and companies
  1. CCIL, CCRL, NAVLAP, AALA, ASTM 1039, 328, ACI Lab Tech I/II.
- iv. Breakdown into Field and Lab work, Mix design with second level materials forensic evaluation.

- b. Committee reviewed Ballot results for Ballot #1 & Ballot #2.

- c. Review of J. Ardahl’s responses

- i. Comment to delete sections not used and realign the section numbers accordingly.

- d. Review of W. Vogt’s negatives

- i. Requested clarification that these are roles, not individuals for each position. One person may serve multiple roles.
- ii. W. Vogt to send semi-formal definitions (i.e. Licensed Design Professional, etc.)
- iii. Update references at the end of the document to current year versions.

9. New Business

No new business was discussed at the meeting.

10. Adjourn

The meeting was adjourned at 5:00 pm.

Thomas Tyler

Chair

Michelle Walters

Secretary

Attachments:

Appendix A – Sign in Sheet

Appendix B – Ballot #1 Results

Appendix C – Ballot #2 Results



**Committee Meeting Sign In Sheet\*\***

Page: 1

Committee: ACI 121		Date: MARCH 23/2014	
Name and Address (Please Print):		Comm. Member ?	Visitor? **
* Members - Please give address, phone number, and e-mail only if changed			
* Visitors - Please give complete address, phone number, and e-mail			
MICHELLE WALTERS		✓	
EZGI YURDAKUL Verifi, LLC ezgi.yurdakul@verifitechnologies.com			✓
JOE CAROSO JOSEPH.CAROSO@HATCHMOTT.COM 973-912-2532			
DON-POO DOZ GOLDER ASSOCIATES		✓	
GODWIN Q. AMEKUEDI MS PE, ARGOS USA		✓	
Vance Robinson Ready Mix USA vancer@redmixusa.com			✓
Chris McDermott Alta Vista Solutions (510)-334-1698 for Jinesh Mehta cmcdermott@altavista.com			✓
Jon B. Oudard		✓	
GREG ZEISLER			ACI STAFF
Woody Vogt		✓	
TOM TYLER		✓	

**\*Technical Committee Attendees:** The purpose of an ACI technical committee is to reach consensus and publish information on concrete-related issues within its mission. The discussions at the committee's meetings are part of the this consensus process, and are not the official position of the committee. Only a published committee document represents the formal consensus of the committee and the institute.

\*\*Visitors interested in committee membership should contact the chair or visit the ACI website, [www.concrete.org](http://www.concrete.org), for a membership application.

**Document Title:**

**Committee 121 - Guide to Auditing in the Concrete Industry”**

**APPENDIX B**

**Ballot Date / Description:**

**Ballot #1**  
Initial Ballot of  
Front Matter plus Chapter 10 - Common Processes  
(Synopsis, Introduction, Forward and Chapters 1 thru 10)  
02/15/14

**Instructions:**

So that we can accurately record ballot comments, we are using ACI web balloting to record and tabulate your votes. We are also using the table below to tabulate the comments received and help resolve them.

- Please enter all your comments in the table below
- Insert additional rows as necessary
- Insert your last name in each row.
- Include the page, line number, and article, if applicable, for each comment..
- Indicate whether your comment is a Negative (N) or Affirmative with Comment (A/C).
- Type in your comments. All
- Negative votes must have a comment and a proposed resolution that will satisfy the negative vote.
- It is important that all of your comments are listed in this one file.

Non-voting members who wish to comment on ballot items should list their comments in the response table and send their comments in the response table directly to **Thomas Tyler** by email at **thomas.tyler@skanska.com**

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No.	Last Name	Item No.	Page No.	Line No.	N, A/C	Comment
1.	Turnham,	1	All		A/C	ACI Committee 121: General comment: Tom, excellent expansion of the subject of Audits in our industry. The document is well rounded starting at the general and proceeding to the specific. It even allows for noncontractual audits (initial vendor review to assess capability). Good job in getting this to ballot. Most of my comments below can be termed “minor”, but in the interest of having an accurate document, I have added them.
2.	Takhtovich	1	All		A/C	Instead of saying “he or she” I would say Quality Manager somewhere in the beginning of the document.
3.	Takhtovich	4	All		A/C	Two different terms used “mixture design” and “mix design”, we should stick with one.
4.	Hedli	1	All		A/C	Excellent document, should consider moving all Sample Questions to an Appendix B.
5.	Ooi	1	All		A/C	Good info, but overshadows the questions. Suggest putting all the questions in a separate section to make it easier to reference all the questions at once.
6.	Parnes	1	1	1	A/C	Coordinate title
7.	Parnes	2	1	5	A/C	Use for in lieu of to
8.	Ardahl	1	2		A/C	Item 6, Delete if not in use.
9.	Ardahl	2	3		A/C	Item 8.5, “and Supporting and Working Documents”?
10.	Ardahl	3	3		A/C	Item 9, Delete if not In use.
11.	Ardahl	4	4		A/C	Reverse order of 10.4.3 “Prevention of Inadvertent Use of Superseded Documents” and 10.4.4 “Implementation of a Document Control System”
12.	Ardahl	5	5		A/C	11.2.2 “Mixes” to “Mixtures”
13.	Ardahl	6	5		A/C	Should 11.2 include cast-in-place and precasting?
14.	Ardahl	7	5		A/C	11.4 “Lab and Field Testing and Inspection” to move up into 11.2 section after placement of reinforcement.
15.	Ardahl	8	5		A/C	11.3 “Batching and Delivery” to move up into 11.2 section after concrete

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No.	Last Name	Item No.	Page No.	Line No.	N, A/C	Comment
						placement.
16.	Ardahl	9	7	8	A/C	Add “and the evaluation will” after capabilities.
17.	Ardahl	10	7	9	A/C	End sentence after requirements. Delete and. Insert “Results of the evaluation provided” before “opportunities for improvement.”
18.	Takhtovich	2	7	9	A/C	“If the formwork is rented...” I believe this is more of a financial issue than technical.
19.	Vogt	1	7	19	A/C	Insert “the organization is involved in” after “whether”
20.	Vogt	2	7	21	A/C	Insert “,for example,” after “It can take place”
21.	Vogt	3	7	22	A/C	Change to “prior to procurement, or an audit...”
22.	Ardahl	11	7	14-15	A/C	Removed capitalization of keywords.
23.	Ardahl	12	7	24-27	A/C	Move text to top of Page 21
24.	Vogt	4	7	26-27	A/C	Replace “in line with what the vendor actually does or is capable of doing...” with “consistent with the vendor’s capabilities....”
25.	Vogt	5	8	2	A/C	Replace “own” with “internal”
26.	Vogt	6	8	8	A/C	Add a comma after “Auditing,”
27.	Vogt	7	8	19	A/C	“firm” is a weak adjective
28.	Vogt	8	8	21	A/C	Add a comma after “only the facts,”
29.	Parnes	3	8	23	A/C	Eliminate first requesting
30.	Vogt	9	8	23	A/C	Delete “requesting”
31.	Vogt	10	8	27	A/C	Replace “per” with “within”
32.	Ardahl	13	8	27-28	A/C	Reword sentence to read “This guide is intended for the concrete construction industry. Common processes of...”
33.	Takhtovich	3	8		A/C	I think you need to clarify “the company” to say the contractor or PM or whoever is meant.

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No.	Last Name	Item No.	Page No.	Line No.	N, A/C	Comment
34.	Vogt	11	9	2	A/C	Delete “to be used”
35.	Vogt	12	9	3	A/C	Replace “right” with “appropriate”
36.	Parnes	4	9	11	A/C	After word familiar, add with.
37.	Ardahl	15	9	26	A/C	Captitalize quality, environmental, management, systems, auditing.
38.	Ardahl	14	9	17-18	A/C	Revise sentence to read “The following International Standards for quality are the basis for the information contained in this guide.”
39.	Vogt	13	10	7	A/C	Delete extra line space.
40.	Vogt	14	10	11	A/C	Delete “audit” in the definition of “audit findings”
41.	Vogt	15	10	16	A/C	Replace “action” with “efforts made”
42.	Walters	1	13	8	A/C	Delete: “[Mihaela]”
43.	Walters	2	13	10	A/C	Delete: “From Mihaela (Word smith by Tom in Rev 3.2)”
44.	Walters	3	13	11	A/C	Delete: “(Reworked by Tom Rev 3.4)”
45.	Vogt	16	13	13	A/C	Insert semicolon after “manner;”
46.	Ardahl	17	13	14	A/C	Insert semicolon after value.
47.	Vogt	17	13	14	A/C	Insert semicolon after “value”
48.	Vogt	18	13	14	A/C	Replace “operate with” with “use”, delete “in mind”
49.	Walters	4	13	15	A/C	Captitalize C in “Clause 4”
50.	Ardahl	18	13	15	A/C	Captitalize Clause.
51.	Vogt	19	13	16	A/C	Delete “(5)”
52.	Vogt	21	13	23	A/C	Delete “serve as” and “for” after benefit.
53.	Ardahl	16	13	8-12	A/C	Remove “[Mihaela]” from line 8, delete lines 11 & 12.
54.	Vogt	20	13	16-17	A/C	Delete “Keeping using”
55.	Ardahl	19	13	26-27	A/C	Move last sentence to page 14 at line 17.
56.	Vogt	22	14	3	A/C	Replace “shall” with “should”



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57.	Vogt	23	14	4	A/C	Delete second period after “specifications”
58.	Vogt	24	14	21	A/C	First sentence- what does this mean?
59.	Vogt	25	14	24	A/C	Change “customer’s needs” to “customer”
60.	Vogt	26	14	27	A/C	The use of the word “others” at the beginning of the sentence is nebulous. Who are others?
61.	Vogt	27	14	29	A/C	The use of “overall” word choice.
62.	Vogt	28	15	1	A/C	Delete “certain” and replace with “State”. Make sure DOT is defined.
63.	Vogt	29	15	18	A/C	Delete comma after “processes,”
64.	Vogt	30	15	25	A/C	Replace “Design” with “Design-Build”
65.	Vogt	31	16	24	A/C	First part of this sentence seems awkward.
66.	Vogt	32	16	29	A/C	Insert comma after “Satisfaction”.
67.	Vogt	33	18	11	A/C	Insert the word “be” after “following”
68.	Vogt	34	18	28	A/C	Insert “ISO” before “2008” and delete “ISO” before “Standards”
1.	Ardahl	20	18	8-9	A/C	Insert ISO before 9001-2000 (two places).
2.	Walters	5	19	13	A/C	Audit should be singular, revise to “audit results”
3.	Walters	6	19	18	A/C	Add period after attain.
4.	Vogt	35	19	21	A/C	Insert comma after “bills,”
5.	Walters	7	20	6	A/C	Delete “(Incomplete)(Tom)”
6.	Ardahl	21	20	6	A/C	Delete “(Incomplete)(Tom)”
7.	Ardahl	23	20	10	A/C	Replace “document” with “guide”, delete “two”, insert “compliance and conformance” after terms.
8.	Vogt	36	20	20	A/C	Change “third party” to “third-party”
9.	Vogt	37	20	27	A/C	Replace “make” with “are”
10.	Ardahl	22	20	7-9	A/C	Delete first sentence of paragraph.
11.	Vogt	38	21	10	A/C	Replace “First Party” with “First-Party”
12.	Ardahl	24	21	7-8	A/C	Delete the bracketed language.

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13.	Vogt	39	22	10	A/C	Add a comma after “At that time,”
14.	Vogt	40	22	19	A/C	Replace “Auditors in training” with “Auditors-in-training”
15.	Vogt	41	22	22	A/C	Insert comma after “audit,”
16.	Walters	8	22	25	A/C	Should audits be auditors?
17.	Vogt	42	22	25	A/C	Replace “audits” with “auditors”
18.	Ardahl	25	23	1	A/C	“As stated above”...where? Suggest delete and start sentence with Technical experts.
19.	Ardahl	26	24	3	A/C	Revise title 8.5 to “Preparation of Checklists, Supporting Documents, and Working Documents.”
20.	Ardahl	27	24	13	A/C	Replace “he or she” with “they”.
21.	Ardahl	28	24	22	A/C	Replace “a not taking assistant” to “an assistant that takes notes”
22.	Vogt	43	24	22	A/C	Replace “note taking” with “note-taking”
23.	Ardahl	29	24	23	A/C	Replace “he or she” with “they”.
24.	Walters	9	25	3	A/C	Remove quotations from “opening”, if not removed, add quotations to “opening” meeting throughout the rest of the document.
25.	Walters	10	25	4	A/C	Remove quotations from “closing”, if not removed, add quotations to “closing” meeting throughout the rest of the document.
26.	Vogt	44	25	4	A/C	Replace “Information” with “information”
27.	Walters	11	25	19	A/C	Add period after information.
28.	Turnham,	2	26	14	A/C	The comment is on the following expression in the document - “Expressions such as nonconformance, Deficiency or failure should be avoided”. There are times especially during contractual audits when “nonconformance” and “deficiency” need to be identified. The author’s writing with respect to respect for the auditee in line 11 is accurate and is to be fully supported. However, the auditor requires the ability to call nonconforming work exactly that. The auditor should be reminding the auditee that with identification of noncompliant items comes

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						improvement – and we all know that we cannot expect to be flawless from the first draft.
29.	Turnham,	3	26	17	A/C	It is suggested to include the words “(Opportunity for Improvement)” after the words “Corrective Action Request”. The terms are synonymous and certainly provide a softer term than Nonconformance- indicating that the risk of nonconformance is present and improvements are needed.
30.	Vogt	45	26	28	A/C	Insert comma after “positive,”
31.	Vogt	46	27	3	A/C	Delete “any”
32.	Walters	12	27	5	A/C	Change it to it’s
33.	Vogt	47	27	6	A/C	Replace “on it own” with “independently”
34.	Vogt	48	27	7	A/C	Replace “follow up” with “follow-up”
35.	Vogt	49	27	7	A/C	Replace “expressed” with “clearly identified”
36.	Vogt	50	27	9	A/C	Replace “they will have to be formally responded to” with “a formal response is required”
37.	Vogt	51	27	12	A/C	Suggest the term “auditor” where the reference is clearly to the “lead auditor” be clarified and capitalization of “lead auditor” be consistent.
38.	Walters	13	27	27	A/C	Opening and Closing meetings is capitalized, See item #9, should use same method when referring to these meetings consistently.
39.	Ardahl	31	28	24	A/C	Delete “Not in Use” chapter.
40.	Ardahl	30	28	13-14	A/C	Revise sentence to read “This guide template forms and procedures for conducting audits. See the following attachments:”
41.	Vogt	52	29	16	A/C	Insert “Management” after “Quality”
42.	Vogt	53	29	20	A/C	Insert “Quality Management” after “and intent of the”
43.	Ardahl	32	29	21	A/C	Lowercase procedures.
44.	Ardahl	33	29	24	A/C	Revise “Work Instructions” to “Work Method”
45.	Vogt	54	29	25	A/C	Replace “They” with “Procedures”

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46.	Vogt	55	29	27	A/C	Replace “them” with “procedures”
47.	Walters	15	29	28	A/C	Capitalize Q in Quality Manual.
48.	Walters	14	29	17-18	A/C	Revise sentence to “The Quality Policy is normally written by top management and serves as the framework for the organization” The term marching order is a figure of speech.
49.	Walters	16	30	12	A/C	Capitalize Q and R in Quality Representative.
50.	Walters	17	30	22	A/C	Change Question #2 end from “subordinates” to “within the organization”.
51.	Ardahl	34	30	23	A/C	Clarify “it”
52.	Walters	18	30	25	A/C	Spell out Organization Chart.
53.	Ardahl	35	30	25	A/C	Change “org” to “organization”
54.	Ardahl	36	30	27	A/C	Change “Does he or she” to “Do they”
55.	Walters	19	30	29	A/C	Spell out Organization Chart.
56.	Walters	20	31	5	A/C	Change title to “10.2.1 Quality Policy and Communication”
57.	Walters	21	31	6	A/C	Add Quality in front of Policy.
58.	Ardahl	37	31	6	A/C	Change “is to” to “should”
59.	Walters	22	31	7	A/C	Add Quality in front of Policy.
60.	Walters	23	31	9	A/C	Add Quality in front of Policy.
61.	Walters	24	31	19	A/C	Add period after process.
62.	Vogt	56	31	24	A/C	Change “third party” to “third-party”
63.	Ardahl	38	32	11	A/C	Revise to “Is the organization familiar with the work and can it anticipate the pitfalls?”
64.	Ardahl	39	32	19	A/C	Clarify “do not meet the eye”
65.	Ardahl	40	33	2	A/C	Clarify “metrics”
66.	Ardahl	41	33	14	A/C	Clarify “metrics”
67.	Walters	25	33	21	A/C	Capitalize Q in quality Policy.
68.	Walters	26	35	13	A/C	Add period after documented.

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No.	Last Name	Item No.	Page No.	Line No.	N, A/C	Comment
69.	Walters	27	35	20	A/C	Add comma after contracts.
70.	Ardahl	42	35	28	A/C	Change “his or her” to “their”
71.	Ardahl	43	36	2	A/C	Revise last part to “what are the issues?”
72.	Ardahl	44	36	3	A/C	Change “you” to “your”
73.	Ardahl	45	36	28	A/C	Revise bullet to: “Design Development Documents covered in Section 10.3”
74.	Walters	28	36	3-7	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 4. What are the stages of design review? 5. What are the design review processes? 6. How are the issues generated by the reviews documented, as well as the resolutions and agreements? 7. How are design changes handled?
75.	Ardahl	46	37	4	A/C	Change “approval” to “acceptance”
76.	Walters	29	37	13	A/C	Change capital T in Transmittal to lower case.
77.	Walters	30	37	16	A/C	Hyphen out-of-date.
78.	Ardahl	48	37	16	A/C	Insert “a” after “There are...”
79.	Vogt	57	37	19	A/C	Insert period after “holders”
80.	Vogt	58	37	21	A/C	Insert period after “used”
81.	Ardahl	47	37	9-10	A/C	Revise first part of sentence to “This should be indicated on the submittal...”
82.	Ardahl	49	38	2	A/C	Insert “a” after “There can be....”
83.	Vogt	59	38	3	A/C	Insert word after “no central...?”
84.	Ardahl	50	38	11	A/C	Insert “(DCM)” after “Document Control Manager”
85.	Ardahl	51	38	12	A/C	Replace “him or her” with “DCM”
86.	Vogt	60	38	26	A/C	Insert semicolon after “Instructions”
87.	Walters	31	38	9-17		Revise questions to remove you from Sample Questions. This seems too personal.

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No.	Last Name	Item No.	Page No.	Line No.	N, A/C	Comment
						Recommend: 1. Is there a procedure to document and data control? Is it a company-wide procedure? 2. Is there a software system to track submittals, RFI's, correspondence, etc.? 3. Is there a designated Documents Control Manager? Does that person have any other duties? Are all submittals and other documents handled by him/her? 4. Are all submittals reviewed with the contract prior to submittals? How is that documented? 5. How is the inadvertent use of superceded documents prevented? 6. Are transmittal cover sheets used for correspondence and submittals? 7. Are document control activities audited?
88.	Vogt	61	38-39	26-7	A/C	Insert semicolon after each bullet point
89.	Vogt	62	39	8	A/C	Replace to read “Statistical records; and”
90.	Vogt	63	39	9	A/C	Insert period after “Audits”
91.	Walters	32	39	24	A/C	Capitalize s in Suppliers.
92.	Walters	33	39	28	A/C	Add colon after be:
93.	Walters	34	40	12	A/C	Add period at end of paragraph.
94.	Walters	35	40	22	A/C	Change And to A.
95.	Vogt	64	41	19	A/C	Replace “they need to be followed up on” with “there should be follow-up”
96.	Ardahl	52	42	14	A/C	Delete second s in “procedures”
97.	Ardahl	53	42	24	A/C	Insert commas after “Receiving, Inspection, and...”
98.	Walters	36	42	11-25	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 2. What is the insurance that all data transmitted to prospective vendors is complete, well defined, understood, and documented? How is it ensured that the final agreement includes all the requirements? 3. What is the process by which changes are controlled to the contract requirements and the follow-through to vendor agreements and execution?

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						4. How is the review of subcontracts conducted prior to sign on vendors? 5. How are contract quality management requirements passed down to subcontractors and vendors? Are quality plans requested from them? What are the criteria for review and acceptance? 6. What are the methods of control and tracking of vendor performance? 8. Are the vendors audited on and off site? 9. How is vendor performance recorded for reference in future procurements? Is there a post project evaluation system? 10. How is the delivery of vendor products verified? Does it include receiving inspection and collection of supporting quality records?
99.	Walters	37	43	3	A/C	Add period after results.
100.	Ardahl	54	43	13	A/C	Replace “Approvals” with “Acceptance”
101.	Ardahl	55	43	19	A/C	Replace “approvals” with “acceptances”
102.	Ardahl	56	43	26	A/C	Replace “approved” with “accepted”
103.	Walters	38	44-45	24-14	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 1. Are kick off meetings held for new operations or changes to existing ones? Who comes to these meetings? Is there an agenda made up and sent out to all? Are minutes written and distributed? 2. Are there flow charts or CPM to define the sequence of operations, equipment and manpower allocation, material deliveries, and required approvals? 3. Is there a look-ahead schedule for the upcoming two to six weeks? 4. Is there a system of daily notifications for the owner’s representatives, material suppliers, owner’s representatives, testing labs, and job site management? 5. Are there defined procedures for hold points to include testing and inspection methods, acceptance criteria, and documentation requirements? Are there checklists and inspection and testing records? Is there a system for trending results (databases, nonconformance reports, customer complaint files, etc.)?

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						6. Are there instructions for works on how to handle, store, and place reinforcing steel to avoid damage and problems sequencing and locations? 7. Are there work instructions for conveyance equipment use, placement and compaction methods, and job site additions to mix deliveries, and curing? 8. Are there procedures to accommodate environmental and weather conditions not conducive to concrete work? 9. Is there a list of company owned equipment with maintenance records? 10. Refer to Section 10.3- Design Control for sample questions specifically related to design.
104.	Ardahl	57	45	14	A/C	Insert correct Section instead of “XXX”
105.	Walters	39	45	18	A/C	This Section 11.8 seems to be mis-numbered? Should it be 10.8?
106.	Walters	41	46	28	A/C	Replace “sake of organization” with “benefit of the organization”
107.	Walters	40	46	9-10	A/C	Replace “another red flag” to “cause for concern”. Replace “here” with “in these situations”. Replace “not just for show” with “authentic”.
108.	Vogt	66	47	7	A/C	Replace “(production control testing and the acceptance testing)” with “(production control) and the quality assurance (acceptance testing).” {This is consistent with the discussion below.}
109.	Walters	42	47	9	A/C	Change “for show” to “dysfunctional or ineffective”
110.	Vogt	65	47	13	A/C	Insert comma after “manufacturing”
111.	Turnham,	4	47	16	A/C	The language in question: “In this situation, the owner is conducting both the quality control (production control testing) and the acceptance testing (quality assurance testing)” Owners (in their RFP documentation) should explicitly require quality control to be performed by the organization producing the work. With that simple statement, the onus is on the contractor to “get it right”. The Owner can still provide acceptance inspection and testing and they should.
112.	Vogt	67	47	28	A/C	Replace “third party” with “third-party”
113.	Vogt	68	47	29	A/C	Replace “company” with “agency” {“Agency” is the term used by ASTM.}



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114.	Vogt	69	48	1	A/C	Replace “will” with “may”
115.	Vogt	70	48	1	A/C	Replace “third party” with “third-party”
116.	Vogt	71	48	1	A/C	Delete “firm”
117.	Vogt	72	48	3	A/C	Replace “Federally funded” with “Federally-funded”
118.	Vogt	73	48	3	A/C	Insert “an” after “quality control to...”
119.	Vogt	74	48	3	A/C	Replace “labs” with “third-party agency”
120.	Vogt	75	48	15	A/C	Replace “look aheads” with “look-aheads” (2 places)
121.	Vogt	76	48	16	A/C	Insert quotations around “witness” and “hold points”
122.	Ardahl	58	48	24	A/C	Replace “Approval” with “Acceptance”
123.	Turnham,	5	48	28	A/C	Another definition of “Witness Point” is provided in Definitions page 13. - location in a process wherein a specific position / role / inspector must be given adequate notice of the scheduled inspection or test. The Owner can attend or not at their discretion, but the notice is the important element.
124.	Walters	43	48	7-8	A/C	What is (23 CFR Part 637)? This should be clarified in the document?
125.	Vogt	78	49	8	A/C	Insert comma after “process”
126.	Vogt	79	49	9	A/C	Delete “a set of”
127.	Vogt	80	49	11	A/C	Replace “on hold” with “on-hold”
128.	Vogt	81	49	12	A/C	Delete “spray” from “spray paint”
129.	Vogt	77	49	17	A/C	Replace “on hand” with “available”
130.	Ardahl	59	49	22	A/C	Insert “have” after “Do you...”
131.	Walters	44	49-50	20-2	A/C	Revise questions to remove you from Sample Questions. (And replace company with organization for consistency). Recommend: 1. Does the organization do their own testing and inspection? 2. Are there in-house persons for this task, or are they hired by outside entities? 3. Are there contracts that require the organization to perform acceptance testing through an independent third party?

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						4. Is there a set of inspection and testing procedures? 7. What is the system of notifications to the owner, the testing and inspection entities, and the organizations in-house inspection and testing staff? 8. Is there a system of Inspection and Test status? How is the status of materials and products determined?
132.	Vogt	82	50	6	A/C	Delete “and tear”
133.	Vogt	83	50	7	A/C	Replace “read outs” with “read-outs”
134.	Vogt	84	50	14	A/C	May also need to address “verification” checks and inspection of equipment for damage, wear, or other conditions not meeting the requirements for the equipment, e.g. wear on compression machine plattens, buildup of concrete on slump cone.
135.	Vogt	85	50	16	A/C	Replace “pots” with “meters”
136.	Vogt	86	50	20	A/C	Revise “Testing Machines” with “testing machines”
137.	Vogt	87	50	23	A/C	Revise sentence to read “The calibration procedure is the responsibility of the entity that use it.
138.	Vogt	88	50	24	A/C	Revise sentence to read “Calibration should follow written standards.
139.	Vogt	89	50	24	A/C	Replace “Though” with “Although”
140.	Vogt	90	50	28	A/C	Good place to introduce the use of accredited calibration services.
141.	Hedli	2	50		A/C	Remove Typical calibration chart, I believe the text is sufficient.
142.	Vogt	91	51	4	A/C	Revise sentence to read “Pressure type air meters can be field verified.”
143.	Vogt	92	51	5	A/C	Delete “and by specification should be, but this is not usually done, as it is not considered critical” {A torque-tension devise such as the Skidore-Wilhelm device can and should be calibrated. However, torque is subject to the condition of the mating surfaces and will not necessarily give an accurate representation of tension.}
144.	Vogt	93	51	9	A/C	Insert “, damaged, otherwise not meeting the requirements for the equipment” after “calibration”

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145.	Walters	45	51-52	24-5	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 1. Is there a log of the equipment? Does it contain the make, model, serial number, year of manufacture, and date of the last calibration? Does it contain the next schedule calibration interval? How is the recalibration interval determined? 2. Are there calibration certificates for the equipment? 4. Is the measuring equipment that has been calibrated labeled with the date and person or company that did the calibration? 5. What is the procedure for addressing measurements and tests made by a device that is found to be out of calibration at the time?
146.	Vogt	94	52	10	A/C	Insert comma after “form,”
147.	Vogt	95	52	24	A/C	Revise “repots” to “reports”
148.	Vogt	96	53	2	A/C	Insert comma after “appropriate”
149.	Vogt	97	53	4	A/C	Delete “the components it is composed of” and replace with “its constituents,”
150.	Ardahl	60	53	19	A/C	Delete extra “e” after “the”
151.	Vogt	98	53	24	A/C	Replace “There needs to be a system” with “A system should be”
152.	Ardahl	61	53	25	A/C	Replace “for” with “but”
153.	Walters	46	53	14-21	A/C	Revise questions to remove you from Sample Questions. (And replace company with organization for consistency). Recommend: 1. How does the organization handle receipt of materials and equipment? Is it documented? How? 4. How are materials and equipment labeled as to its acceptance and readiness for incorporation into the work? 5. Does the organization conduct inventory audits? What do they include? Are they documented with action lists?
154.	Walters	47	54	2	A/C	Capitalize Q and P in Quality Policy.

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155.	Vogt	99	54	3	A/C	Replace “common place” with “common-place”
156.	Walters	48	54	15	A/C	Capitalize S in Section 10.7.
157.	Turnham,	6	55 - 56	14	A/C	Acronyms for the various accrediting bodies should be spelled out.
158.	Ardahl	62	57	6	A/C	Replace “n” with “in”
159.	Walters	49	57	6-13	A/C	Revise questions to remove you from Sample Questions. Recommend: 2. Fix last sentence “n” to “in” 3. Are there records for training of the staff? 4. Is training part of the process control in that it is included in start-up or initial phase as a required step? 5. Are there document files to attest to education level and/or industry certifications of staff members? 6. Are staff members reimbursed when they attain and renew certifications and professional licenses?
160.	Turnham,	9	58	16	A/C	Conformances should read “nonconformances”
161.	Walters	50	58	17	A/C	Add period after categories.
162.	Walters	51	58	28	A/C	Delete extra period after requested. .
163.	Turnham,	7	58	5,6,10	A/C	I believe the word “deposition” should read “disposition”
164.	Turnham,	8	58	7+8	A/C	Corrective Action only as Preventive Action is for risk items that have not yet occurred.
165.	Turnham,	10	59	21	A/C	Preventive Action should be considered lessons learned risk management (as the potential NCR has not yet occurred.
166.	Walters	52	59	28	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 1. Is there a requirement in the NCR system to ask for Corrective Action proposals? Are they sorted and analyzed? Are they effective or do the same issues reoccur?

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167.	Walters	53	60	7	A/C	Pluralize audits.
168.	Walters	54	60	26	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 6. Are there audits of one process or department that revealed a problem with its interrelationship or dependence on another process or department?
169.	Turnham,	11	61	7	A/C	Standard Deviation is used to determine the distribution variation of test results away from the average strength.
170.	Walters	55	61	9	A/C	Add comma after next,
171.	Turnham,	12	61	11	A/C	“Target” should be the term used instead of “necessary”
172.	Walters	56	61	12	A/C	Add comma after supplier,
173.	Walters	57	62	7	A/C	Revise questions to remove you from Sample Questions. This seems too personal. Recommend: 3. Are there control charts to track strengths?

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**Instructions:**

So that we can accurately record ballot comments, we are using ACI web balloting to record and tabulate your votes. We are also using the table below to tabulate the comments received and help resolve them.

- Please enter all your comments in the table below
- Insert additional rows as necessary
- Insert your last name in each row.
- Include the page, line number, and article, if applicable, for each comment..
- Indicate whether your comment is a Negative (N) or Affirmative with Comment (A/C).
- Type in your comments. All
- Negative votes must have a comment and a proposed resolution that will satisfy the negative vote.
- It is important that all of your comments are listed in this one file.

Non-voting members who wish to comment on ballot items should list their comments in the response table and send their comments in the response table directly to **Thomas Tyler** by email at **thomas.tyler@skanska.com**

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1.	Tyler	1	All		A/C	For Flatwork Finishing section, add reference to New ACI 211YR document Causes and Cures table in its appendix.	
2.	Greene	1	All		A/C	ACI will soon have a certification program for Technical Managers. There should be room in this section to add that to the chapter.	
3.	Hedli	1	All		A/C	Excellent. Move all sample questions to an appendix or make the ones that should be done positives and part of the text. Optional ones can be stated too.	
4.	Vogt	1	All		N	The document is written in a conversational style so some formalization could be added. Terms used in the document seem to imply construction by large organizations whereas in smaller organizations the same individual may be fulfilling several roles.	
5.	Turnham	2	1	2		Operational Quality System – We call them Work Methods	

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						and specifications for most infrastructure projects include requirements for Work Methods (WMs). Many specifications go on to require Review Meetings or Work Method Review Meetings so that the information is delivered to all that require them including to the level of foreman and sometimes crew members. Work Methods should be perhaps better defined, but ACI 121R-08 has good references for Work Methods in chapters 7.1 and 7.5.1. The audit questions in this section (11.2.1 – 11.2.10 should all have a question that asks “Does your organization provide Work Methods that plan for the implementation and checking of each field process?”	
6.	Ardahl	1	1	4	A/C	Insert “Table of Contents”	
7.	Ardahl	2	1	20-23	A/C	Delete first sentence.	
8.	Turnham	1	1	3 and 19	A/C	Line 3 should more accurately be Chapter 11.2 <u>Concrete Construction</u>	
9.	Parnes	1	2	5	A/C	Recommend adding after suppliers “, subcontractor,” Otherwise great job!	
10.	Fradua	1	2	7	A/C	Insert “management” after “quality”	
11.	Fradua	2	2	12	A/C	Insert “write project” after “corporate”	
12.	Ardahl	3	2	15-18	A/C	Replace “his or her” to “their” (4 places).	
13.	Walters	1	3	1	A/C	Should one of the questions further back ask if there is a Quality Manual? (This is the first reference to it.	
14.	Walters	2	3	5	A/C	Not sure if the reference to company is correct? An approved suppliers list can also be from the Client and/or the Designing Engineer. Is the company here referring to the Contractor?	

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15.	Walters	3	3	6	A/C	Same as previous comment.	
16.	Turnham	3	3	11	A/C	“Kickoff meetings” may need to be defined or described more fully. I am familiar with one only kickoff meeting per project. Perhaps the meaning herein is for one for every new process or Work Method.	
17.	Ardahl	4	4	2	A/C	Replace “approval” with “acceptance”	
18.	Fradua	3	4	5	A/C	Insert “and under the proper weather conditions.” at the end of the sentence.	
19.	Ardahl	6	4	6	A/C	Replace “approval” with “acceptance”	
20.	Walters	4	4	17	A/C	Add some questions related to Inspection documentation. Such as recording slump/unit weight/air/compressive strength, with truck numbers cylinder numbers and placement location with date, time, ambient temp, etc.	
21.	Turnham	4	4	18	A/C	I would think that water addition is likely one of the most common risks in concrete batching – affecting strength and material properties. Perhaps a question “How is water addition measured and controlled?”	
22.	Ardahl	7	4	20	A/C	Replace “Engineer of Record” with “A/E”	
23.	Fradua	4	4	20	A/C	Replace “accepted” with “approved”	
24.	Fradua	5	4	21	A/C	Replace “accepted” with “approved”	
25.	Ardahl	5	4	3-5	A/C	Replace “mixes” with “mixtures” (3 places).	
26.	Walters	5	6	9	A/C	Add question related to formliners, placement and ensuring quality placement of finished surface?	
27.	Turnham	5	6	18	A/C	In Canada, the licensed structural engineer must also inspect the forms after they are erected – not sure if that is required in USA. If so, the question could be expanded to include inspection of formwork per drawings.	
28.	Ardahl	8	6	18	A/C	Insert “professional” after “licensed”	
29.	Fradua	6	6	18	A/C	Insert “or required to be designed” after “Have the formwork drawings been designed”	



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30.	Fradua	7	6	19	A/C	Add at the end “(NYC DOB requires professional seal and the formwork drawings to be on site for inspection.)”	
31.	Ardahl	9	6	22	A/C	Replace “shown” with “indicated”	
32.	Fradua	8	7	15	A/C	Insert question “11. Is there a person dedicated to observation of formwork during concrete placement?”	
33.	Ardahl	11	8	21	A/C	Replace “shown” with “indicated”	
34.	Ardahl	10	8	6,13	A/C	Delete “of Record” after “A/E” (2 places).	
35.	Ardahl	13	9	8	A/C	Replace “shown” with “indicated”	
36.	Fradua	9	9	16	A/C	Insert question “13. Has the special inspector been notified in advance to observe and report on rebar placement?”	
37.	Ardahl	14	9	20	A/C	Replace “per” with “in accordance with”, insert “or 350” after “ACI 318”	
38.	Ardahl	12	9	3-4	A/C	Revise to read “Are the applicable lap splices indicated on the drawings in tabular format, on plan, or detail?”	
39.	Ardahl	15	12	12	A/C	Replace “approval” with “acceptance”	
40.	Ardahl	16	13	11	A/C	Replace “his or her” with “their”	
41.	Ardahl	17	13	16	A/C	Replace “approval” with “acceptance”	
42.	Ardahl	18	14	6	A/C	Replace “mix” with “mixture”	
43.	Turnham	6	14	9	A/C	Add to this question, “by what standard is water addition permitted?”	
44.	Ardahl	19	15	8,14	A/C	Replace “mix” with “mixture” (2 places).	
45.	Ooi	1	16	5	A/C	Replace compaction with consolidation.	
46.	Fradua	10	16	18	A/C	Insert “ponding” after “inadequate drainage”	
47.	Ooi	2	16 to 22		A/C	Useful info but may be to detail. Have a shorter section and provide references instead of covering the contents here.	
48.	Ardahl	20	18	19	A/C	Delete year off of “302.1R-04”, change to “302.1R”	
49.	Fradua	11	18	19	A/C	Insert “to be performed within a specified time period” after “levelness criteria”	
50.	Ooi	3	18	22	A/C	Should be ASTM E1155. Remove year for all ASTM stds to	

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						prevent referencing outdated test stds.	
51.	Ardahl	21	18	22	A/C	Delete year off of “ASTM 115-96”, change to “ASTM 115”	
52.	Ardahl	23	19	9	A/C	Delete year off of “ACI 117-10”, change to “ACI 117”	
53.	Ardahl	24	19	19	A/C	Replace “mix” with “mixture”	
54.	Fradua	12	19	22	A/C	Insert “stone concrete” after “for inside”	
55.	Ardahl	22	19	2,4	A/C	Define “Ff” and “Ff”	
56.	Ardahl	25	20	3	A/C	Replace beginning of sentence with “Fly ash, slab, cement...”	
57.	Ardahl	26	20	20	A/C	Delete year off of “ACI 305R-10”, change to “ACI 305R”	
58.	Ardahl	27	22	12	A/C	Delete year off of “302.1R-04”, change to “302.1R”	
59.	Ardahl	28	22	14	A/C	Delete year off of “ACI 117-10”, change to “ACI 117”	
60.	Ardahl	29	22	18	A/C	Delete parenthesis before “Of benefit”	
61.	Ardahl	30	22	21	A/C	Delete parenthesis after “themselves”.	
62.	Walters	6	22	18-19	A/C	Reword/clarify intent of sentence.	
63.	Ardahl	32	23	3	A/C	Delete parenthesis before “A trip”	
64.	Ardahl	33	23	12	A/C	Delete parenthesis after “as such”	
65.	Ardahl	34	23	16	A/C	Delete parenthesis before “Caution”	
66.	Ardahl	35	23	18	A/C	Delete parenthesis after “category”	
67.	Ardahl	36	23	21	A/C	Replace “mix” with “mixture”	
68.	Ardahl	31	23	1-2	A/C	Delete parenthesis before “Inspect” and after “condition”.	
69.	Ooi	4	24	22	A/C	Add Question 11) Will mock-up test be conducted?	
70.	Ooi	5	24 to 27		A/C	Useful info but may be too detail. Have a shorter section and provide references instead of covering the contents here.	
71.	Ardahl	37	25	12	A/C	Replace “per” with “indicated in”	
72.	Ardahl	38	25	13	A/C	Define f’c	
73.	Ardahl	39	26	13	A/C	Delete year off of “ACI 305R-10”, change to “ACI 305R”	
74.	Ardahl	40	26	13	A/C	Replace “per” with “by”	
75.	Ardahl	41	26	19	A/C	Delete year off of “ACI 306R-10”, change to “ACI 306R”	

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76.	Ardahl	42	26	21	A/C	Replace “would” with “should”	
77.	Ardahl	43	27	17	A/C	Insert “Licensed” in front of “Design”	
78.	Ardahl	44	27	18	A/C	Delete “of Record”	
79.	Ardahl	45	29	5-6	A/C	“Does the organization track loads placed on overtime (in excess of the 90 minute limitation?)”, C94 is currently being revised.	
80.	Ardahl	46	30	2	A/C	Delete year off of “ACI 214R-11”, change to “ACI 214R”	
81.	Ardahl	47	30	4	A/C	Insert “Sample” in front of “Standard Deviation”	
82.	Ardahl	48	30	7	A/C	Replace “samples” with “standard-cured specimens”	
83.	Ardahl	49	30	15	A/C	Insert “Sample” in front of “Standard Deviation”	
84.	Ardahl	50	30	16	A/C	Delete year off of “ACI 214R-11”, change to “ACI 214R”	
85.	Ardahl	51	30	18	A/C	Delete year off of “ACI 214R-11”, change to “ACI 214R”	
86.							