



**SAFETY, HEALTH, ROAD TRANSPORT, ENVIRONMENTAL & QUALITY STANDARD
AGGREGATE RECEIPT MONITORING SHEET**

COMPANY NAME		PLANT NAME	
LOCATION		PLANT NUMBER	
BATCHER NAME		BATCHER SURNAME	
FREQUENCY	Complete this sheet when a potential problem is identified during visual check	YEAR	
DELIVERY FROM		DATE	
RECEIVED BY NAME		RECEIVED BY SURNAME NAME	DATE

NB: If any item below is ticked in the "Reject" column, call Plant Manager before allowing truck to offload.

STONE DELIVERY NUMBER		SIZE AS PER DELIVERY NOTE		mm
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"√" = Accepted. "X" = Not Accepted

CHECK STONE FOR		Accept	Reject	Remarks
Size	Same as on delivery note?	Yes	No	
	Same as on stockpile?	Yes	No	
Shape	Same as on stockpile?	Yes	No	
	Longer particles?	No	Yes	
Colour	Same as on stockpile?	Yes	No	
	If NO , describe colour			
Contamination	If YES , specify:	No	Yes	

SAND DELIVERY NUMBER		TYPE/ SOURCE AS PER DELIVERY NOTE	
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CHECK SAND FOR		Accept	Reject	Remarks
Colour	Same as on stockpile?	Yes	No	
	If NO , describe colour			
Contamination	If YES , specify:	No	Yes	
Moisture	Excessively damp?	No	Yes	

THE MATERIAL WAS ACCEPTED:

SIGNATURE OF PERSON RECEIVING LOAD		SIGNATURE OF BATCHER	
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THE MATERIAL WAS REJECTED:

DUE TO	
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ENTRY NUMBER	CORRECTIVE ACTION TAKEN BY			
	TYPE OF ACTION TAKEN	NAME	SURNAME	CLOSED OUT DATE

BATCHER SIGNATURE		DATE	
TECHNICAL MANAGER SIGNATURE		DATE	



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