

# MANAGEMENT REVIEW

**Date of Review: 02/15/23**

**Next Scheduled Review: 2/15/24**

**Attendees: Kenny Seward Matt Romero Michael Groom Scott Garland Nairi Matevosyan David Vivanco**

The purpose of this meeting is to ensure the conformance of all applicable standards, suitability, effectiveness and implementation of the QMS. The following information will be discussed with emphasis placed on ways to improve the system and correct any errors.

- QMS policies and procedures
- Results of recent internal audits
- Results of external audits (AASHTO re: source, CCRL, etc.)
- Results of proficiency sample testing
- Status of any corrective actions
- Changes in the volume and/or type of work
- Feedback and complaints from employees and clients
- Staff training
- Changes in standards
- Improvement opportunities/recommendation

## Internal Audit

**Summary of Internal Audit findings for past year:**

**Currently updating all certification worksheets**

## External Assessment(s)

**Summary of assessment findings for past year:**

**Manager need to make sure that all C.A.R'S summited for assessment are being followed.**

## Proficiency Sample Testing

**Summary of results for:**

- Central Bituminous Liquid Lab  
**All turned in on time.**
- Central Bituminous Mixture Lab  
**All turned in on time**
- Central Structural Materials Lab  
**All turned in on time**
- Central Geotechnical Lab  
**All turned in on time**
- Central Chemical Lab  
**All turned in on time**
- Central Aggregates Lab  
**All turned in on time**

## Corrective Actions

### Status of Corrective Actions:

- Central Bituminous Liquid Lab  
**Resolved**
- Central Bituminous Mixture Lab  
**None at this time.**
- Central Structural Materials Lab  
**None at this time.**
- Central Geotechnical Lab  
**None at this time.**
- Central Chemical Lab  
**None at this time.**
- Central Aggregates Lab  
**None at this time.**

### Changes in the Volume and Type of Work

None at this time.

### QMS Policies and Procedures

Updated Equipment Calibration Procedures, Equipment master list and calibration worksheets.

### Resource needs (staffing, training, equipment, computer software)

None at this time.

### Complaints

None at this time.

### Staff Training

None at this time.

### Improvement Recommendations

None at this time