

MANAGEMENT REVIEW RECORD

Date of Review: 04/17/2017

Next Scheduled Review: 10/15/2017

Attendees: Scott, Kenny, Matt, Chris, Kevin, Ben, Bobby (EIT), John

Internal Audit(s)

Summary of audit findings for past year: No audit findings to discuss.

External Assessment(s)

Summary of assessment findings for past year: Discussion of an upcoming CCRL visit was had. Preparations for this visit and technician evaluations were also discussed.

Proficiency Sample Testing

Summary of results for past year: Low ratings for liquid asphalt samples and cement samples were discussed. New asphalt samples will be ordered.

Corrective Actions

Status of CARs: In process, should be completed soon.

Changes in the Volume and Type of Work: No noted changes.

Suitability of QMS Policies and Procedures: Most policies will be updated at least to current letterhead and proper acronyms. Some wording change also.

Resource Needs (staffing, training, equipment, computer software, etc.): It was discussed sending all new hires to the ODOT training center for initial training. More discussion at a latter date.

Complaints: No complaints noted.

Improvement Recommendations: Updating the policies to current acronyms and verbiage changes recommended.

Other: This was an abbreviated meeting. A more in depth meeting to follow in October.