

# MANAGEMENT REVIEW

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

**Date of Review: 02/15/24**

**Next Scheduled Review: 2/15/25**

**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. Equipment used for Calibration needs to be on Calibration Cert.**

## **Proficiency Sample Testing**

**Summary of results for:**

- Central Bituminous Liquid Lab  
**All turned in on time with 5 CAR's**
- Central Bituminous Mixture Lab  
**All turned in on time with 2 CAR's**
- Central Structural Materials Lab  
**All turned in on time with 1 CAR's**
- Central Geotechnical Lab  
**All turned in on time with 0 CAR's**
- Central Chemical Lab  
**All turned in on time with 8 CAR's**
- Central Aggregates Lab  
**All turned in on time with 0 CAR's**

## **Corrective Actions**

### **Status of Corrective Actions:**

- Central Bituminous Liquid Lab  
**All CAR's Resolved On Time**
- Central Bituminous Mixture Lab  
**All CAR's Resolved On Time**
- Central Structural Materials Lab  
**All CAR's Resolved On Time**
- Central Geotechnical Lab  
**None at this time.**
- Central Chemical Lab  
**All CAR's Resolved On 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