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June 17, 2014

TRAINING PROGRAM FOR TESTING TECHNICIANS

The laboratory supervisor is responsible for the training of testing technicians. All testing technicians shall be trained prior to performing procedures not previously performed. Training records shall be retained in the laboratory supervisor's office. A copy of training results shall be distributed to the Quality System Manager. The following training process shall be followed for each AASHTO, ASTM, or OHDL procedure.

1. The trainee shall obtain a copy of the applicable procedure and report form.
2. The trainee shall study the procedure and report forms to become familiar with the equipment, terminology, procedure, calculations, and reports.
3. A qualified technician shall demonstrate the procedure for the trainee.
4. The trainee shall repeatedly perform the procedure under the guidance of a qualified technician until proficiency is obtained.
5. The laboratory supervisor shall observe the trainee demonstrating the procedure and document the results in the testing technician's training record. If the observation was satisfactory, proceed to 6. If the observation was unsatisfactory, return to 4.
6. The technician may continue to perform the procedure, under the guidance of a qualified technician, for up to 3 months to further develop proficiency prior to competency review.
7. The Technical Support Branch shall be notified when the laboratory supervisor feels the trainee has obtained proficiency and is ready for a competency review.