



5.5.2

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## METHOD FOR REVIEWING TECHNICIAN COMPETENCY

The Technical Support Branch is responsible for evaluating technician competency. Technicians are required to demonstrate each AASHTO, ASTM or OHDL procedure for which the technician has been trained. When approved by the Materials Engineer, the laboratory supervisor will be responsible for evaluating technician competency for specific AASHTO, ASTM, and OHDL procedures. Competency evaluations shall be administered at least once within a 36-month period for the applicable procedure. The Quality Manager will determine when the competency evaluation(s) will be conducted within in that 36-month period. If a technician does not routinely perform a procedure, the Branch Manager may determine that it is not necessary to evaluate the competency of that technician to perform the procedure during a regular schedule; however, the technician's competency shall be evaluated prior to performing the procedure.

1. For each technician, a competency evaluation record shall be prepared by the Technical Support Staff or an approved laboratory supervisor. The record shall include the procedure demonstrated, date (MM/DD/YY) of demonstration, name of the evaluator, Pass/Fail results, and any comments.
2. If an unsatisfactory evaluation for a procedure is observed, the Technical Support Branch or approved laboratory supervisor shall review all detected deviations from the procedure with the technician. The technician shall review the procedure and detected deviations. The technician will then notify the laboratory supervisor they are ready for re-evaluation. The Technical Support Branch or approved laboratory supervisor shall observe the technician demonstrate the procedure and record the results as indicated above.
3. The Quality System Manager shall maintain records of competency evaluations. A report of completed and due competency evaluations will be provided to the laboratory supervisor.