



5.5.2

June 26, 2018

METHOD FOR REVIEWING TECHNICIAN COMPETENCY

The Technical Support Staff is responsible for evaluating technician competency. Technicians are required to demonstrate each AASHTO, ASTM or OHDL procedure for which the technician has been trained. 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. 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 Staff 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 Staff 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.