



5.5.2

June 1, 2019

## **METHOD FOR REVIEWING TECHNICIAN COMPETENCY**

The Technical Support Staff is responsible for evaluating technician competency. Technicians are required to demonstrate each AASHTO/ASTM 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. The competency evaluation interval may be increased to 48 months for technicians with two or more passing evaluations for the applicable procedure. 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, and any comments.
2. The Technical Support Staff will provide an evaluation report to the Lab Supervisor or Branch Manager. If any findings are noted, it is the responsibility of the Branch Manager or Lab Supervisor to review and correct the findings with the technician to verify that correct procedures are being followed in future testing.
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.