



July 22, 2011

## PROCEDURE RELATED TO ON-SITE INSPECTIONS

The Quality System Manager shall perform an internal quality system review for the section being inspected. The Technical Manager and Lab Supervisor/Senior Technician shall check that equipment calibration verification records and technician training records maintained by the lab supervisor are current. It is the responsibility of the Technical Manager and Laboratory Supervisor to assign a qualified person to run the required procedures and insure that the equipment used has been verified.

The Quality Manager shall be responsible for reviewing all reports pertaining to on-site inspections and quality system evaluations. The Quality Manager shall bring apparatus and procedural deficiencies to the appropriate technical manager and /or laboratory supervisor. The technical manager and the laboratory supervisor shall be responsible for ensuring that corrective action is taken and documented. The Quality Manager shall be responsible for corrective actions and document preparation relative to quality system deficiencies.

Reports covering the results of on-site inspections and quality system evaluations, and memorandums summarizing investigations and corrective actions shall be maintained by the Quality Manager in the Quality Manager's office.

1. The laboratory shall participate in the following on-site inspections:
  - a. AMRL Soils Inspection
  - b. AMRL Aggregates Inspection
  - c. CCRL Portland Cement Concrete Inspection
  - d. AMRL Bituminous Inspection
2. The procedure for apparatus deficiencies is as follows:
  - a. Determine if the equipment meets specification requirements.
  - b. If the equipment is found to be defective, take necessary steps to repair or replace it.
  - c. Prepare a memorandum of record summarizing the results of the investigation and any corrective action taken.
3. The procedure for procedural deficiencies is as follows
  - a. Discuss each procedural deficiency with the testing technician and review the proper procedure.
  - b. Observe the technician perform the test properly.
  - c. Prepare a memorandum of record summarizing the action taken.
4. The procedure for quality system deficiencies is as follows:
  - a. The Quality Manager shall review each deficiency cited by the evaluation with the responsible employee.
  - b. Take appropriate action.
  - c. Prepare a memorandum of record summarizing the action taken.
5. The Quality Manager shall, within ninety (90) days of the issuance of the formal inspection report, provide AMRL with satisfactory evidence that all deficiencies noted were either corrected or that action has been taken to correct deficiencies. Evidence shall consist of the memorandums of record and other records as necessary.