



April 20, 2017

PROCEDURE FOR THE MONITORING OF QSM ACTIVITIES

The Quality Control Manager will be responsible to perform a review of all Quality System Manual activities pertaining to on-site inspections, proficiency sample programs, and quality system evaluations and to give notice to the appropriate technical manager and/or laboratory supervisor of any deficiencies (apparatus, procedural, etc.) found. The technical manager and/or the laboratory supervisor will be responsible for ensuring that corrective action is taken and documented. In some cases it may be necessary for the QC Manager to investigate the root cause, take corrective action, ensure follow up and prepare documentation relative to specific differences. The QC Manager will be responsible for corrective actions and document preparation relative to quality system deficiencies. Reports covering the results of on-site inspections, proficiency sample testing, investigations and any corrective actions taken will be maintained by the QC Manager. Any information necessary will be transmitted to the appropriate accreditation body by the QC Manager.

The laboratory shall participate in the following on-site inspections (overlapping inspections may be performed by either agency):

AASHTO re:source

- Soil
- Aggregate
- Asphalt Binder; Emulsified Asphalt; Asphalt Mixtures
- Iron and Steel
- Quality System

CCRL (Cement and Concrete Reference Laboratory)

- Cement; Pozzolan
- Concrete
- Aggregate
- Steel Reinforcing Bar
- Quality System

The laboratory shall participate in the following proficiency sample programs:

AASHTO re:source

- Soil - Classification and Compaction; California Bearing Ratio
- Aggregate – Coarse; Fine
- Asphalt - Viscosity Graded; Performance Graded; Emulsified
- Asphalt Mixture - Solvent Extraction; Gyratory Design; Ignition Oven

CCRL

- Cement – Portland; Blended
- Pozzolan
- Concrete
- Steel Reinforcing Bar

It is the responsibility of the technical manager and/or laboratory supervisor to assign a quality person to run the required procedures and insure that the equipment used has been calibrated.