



July 22, 2011

PROCEDURES RELATED TO PROFICIENCY SAMPLING TESTING

GENERAL:

The technical manager and/or laboratory supervisor shall notify the Quality System Manager that proficiency samples have been received and provide a copy of the instructions for testing and reporting. 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 verified. The technical manager and/or laboratory supervisor shall provide a copy of the test results to the Quality Manager. The Quality Manager shall report the test results to the appropriate agency.

The Quality Manager shall be responsible for reviewing all reports pertaining to proficiency sample testing. The Quality Manager shall bring poor results to the attention of the appropriate technical manager and/or laboratory supervisor. The technical manager and/or laboratory supervisor shall be responsible for seeing that any necessary corrective action is taken and documented when warranted. Copies of these documents shall be forwarded to the Quality Manager. Reports covering the results of proficiency sample testing, memorandums summarizing investigation and any corrective action taken shall be transmitted to AASHTO and maintained by the Quality System Manager.

1. The laboratory shall participate in the following proficiency sample testing:
 - a. AMRL Soil Proficiency Sample Program
 - b. AMRL Aggregate Proficiency Sample Program
 - c. CCRL Concrete Proficiency Sample Program
 - d. CCRL Portland Cement Proficiency Sample Program (Physical and Chemical Sample)
 - e. CCRL Blended Cement Proficiency Sample Program (Physical and Chemical Sample)
 - f. AMRL Bituminous Proficiency Sample Program
2. A poor result is any result that is beyond two standard deviations from the average value (rating of two or less)
3. The procedure for evaluating poor results is as follows:
 - a. Determine if the Agency conducting the program correctly entered the data reported.
 - b. Determine if the test results obtained was properly transferred to the sheet submitted.
 - c. Determine if all calculations leading to the test results obtained were correct.
 - d. Determine if the equipment used to perform the test meets specification requirements.
 - e. Determine if the procedures followed when performing the test conformed to the specification requirements.
 - f. Take corrective action to repair or take steps to replace defective equipment to instruct the technician of the correct procedure to follow.
 - g. Prepare a memorandum of records summarizing the results of the investigation, identifying the cause of the poor results, if determined, and describing any corrective action taken.
4. The Quality System Manager shall, within sixty (60) days of the issuance of the proficiency sample report, provide AMRL the memorandum of the summarizing the results of the investigation.



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