



Revised July 26, 2011

PROCEDURES FOR MAINTAINING THE QUALITY SYSTEM

Technical Managers will be as follows:

Engineering Branch Manager-Soils and Foundations Branch
Engineering Branch Manager-Physical Test and Fabrication Branch
Engineering Branch Manager-Bituminous Branch
Engineering Branch Manager-Chemical Branch

Procedure for Technical Revisions to the Quality System

1. The Technical Manager has overall responsibility for maintaining the Quality System for his/her area. He/She shall routinely monitor, document, collect and communicate information relative to the Quality System.
2. The Quality Control Manager shall review the Quality System at least every twelve (12) months. He/She shall document the review and report his/her findings to the Materials Engineer.
3. Revisions shall be issued to all holders of the Quality Service Manual by the Quality Control Manager who is responsible for maintaining the master cope of the QSM for the laboratory.