

Revised November 15, 2017

## **PROCEDURE FOR MAINTAINING THE QUALITY SYSTEM**

Technical Managers will be as follows:

- Branch Manager - Geotechnical Branch
- Branch Manager - Structural Branch
- Branch Manager - Bituminous Branch
- Branch Manager - Chemical Branch
- Branch Manager - Aggregates Branch

### Procedure for Technical Revisions to the Quality System

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.

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.

Revisions shall be issued to all holders of the Quality System Manual by the Quality Control Manager who is responsible for maintaining the master copy of the QSM for the laboratory.