

QUALITY CONTROL LAB/SOURCE INSPECTION CHECKLIST

(Required for acceptance into Aggregate Prequalification Program.)

ASI NUMBER	SUPPLIER
SOURCE LOCATION	
MATERIALS TO BE PREQUALIFIED	
QUALITY CONTROL TESTING LAB AND LOCATION	
QUALITY CONTROL MANAGER	PHONE NUMBER

QUALITY CONTROL TECHNICIANS/CERTIFICATION/EXPIRATION	

MCAT Level 2 required for Deleterious, Flat and Elongated and Specific Gravity Testing (*Use remarks for extra technicians*).

QUALITY CONTROL PLAN/SPECIFICATION	YES	NO		YES	NO
Quality control plan on-site?			Accessible to all technicians?		
Production sampling frequency and location			Test methods available?		
Where and when samples are obtained?			Control charts		
Approximate amount material covered by test			Person authorized for production shutdown noted		
Document major events			Person informed of results		
Action plan (<i>Outside specification limits</i>)			Person responsible for addressing material issues		
Procedure for material back in specification			How are results determined?		
Procedure for failing material separation			QCP Located		
Retention policy					

EQUIPMENT CALIBRATIONS	YES	NO		YES	NO
Mechanical splitter			Water baths		
Ovens			Calipers		
Sieves			Flat/Elongated device		
Mechanical shakers			Flasks		
Scales			Timers		

QSM MANUAL CHECKLIST - AASHTO R 18	YES	NO		YES	NO
Internal audit review			Equipment calibrations		
Management review			Equipment maintenance		
Legal name/address			Equipment check procedures		
Organizational chart			Test record production procedures		
Staff position descriptions			On-site corrective action policies		
Biographical sketches			Sample ID, storage and retention policies		
Staff training methods			Proficiency sample testing and corrective action		
Staff evaluations/competencies			External technical complaints		
Equipment inventory list			Subcontracting policies		

PRODUCTION FACILITY	YES	NO		YES	NO
Stockpile management plan			Traffic flow issues		
Stockpiles demarcated			Production screens uniform condition		
Adequate space for stockpiles and shipping			Map of facility		
Stockpile base condition			Truck scales current and on file		
Load out issues			Dust control		

REMARKS

INSPECTED BY

DATE