

Laboratory Assessment Preparation List

General Assessment Guidance: This document is intended to provide guidance for laboratories preparing for an AASHTO re:source On-Site Laboratory Assessment, specifically with regard to the availability of documentation required by AASHTO R18 “Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories”. Preparing for the assessment will improve the efficiency, productivity, and benefit of the assessment for the laboratory.

This document does not address all of the apparatus and procedural requirements which may be evaluated during the assessment. Please consult AASHTO R18 or the applicable ASTM standard for specific requirements. Please contact us at (240) 436-4900 if your laboratory has additional questions with regard to preparing for the On-Site Assessment.

Quality System Assessment Preparation	
Quality Management System	Have your laboratory’s quality management system updated to conform with the current requirements of AASHTO R18 and available for review. Have a current copy of R18 (2018).
Equipment Records	Have the past five years of calibration, standardization, check, and maintenance records available for all equipment applicable to the scope of the assessment.
Reference Equipment	If using a reference thermometer to check other equipment, have the ISO 17025 certificate available for the agency that calibrated the reference thermometer. Look at the calibration record for the reference thermometer to determine the agency’s accreditation status. Use this information to view their accreditation scope online. Agencies should be accredited for thermodynamic calibrations in the range of use for the equipment being calibrated. See the document “ AASHTO Accreditation Policy and Guidance on Thermometer Selection and Records ” in the re:University Document Library for more information on thermometer requirements. http://aashtoresource.org/university/document-library
Proficiency Sample Records	Have the past five years of final results and corrective action letters available for all samples within the scope of proficiency sample participation.
Technician Training and Evaluation Records	Have the past five years of training and competency evaluation records available for all technicians who participated in demonstrating tests during the assessment. Testing must be demonstrated by the personnel that typically perform the testing at this location. All personnel demonstrating testing should have current training or competency evaluation records.
Internal Quality System Reviews Records	Have the past five years of internal quality system reviews available for evaluation.
Management Review Records	Have the past five years of management reviews available for evaluation.
ASTM Quality Standards	Submit the pre-assessment information for review through the online system. Include the names and position titles of your laboratory personnel and documents showing that they meet the certification and minimum personnel requirements of the ASTM quality standards. Personnel certifications will not be reviewed onsite. Failure to submit this information prior to the assessment may result in additional fees or denial of accreditation for the affected ASTM Quality Standard. <u>Review your quality manual to make sure all requirements of the applicable ASTM Quality Standards are satisfied.</u>
ASTM C1077	To qualify for ASTM C1077 (Aggregate), demonstration of ASTM test methods C117, C127, C128, and C136 are required during the assessment.
ASTM D3666	To qualify for ASTM D3666, demonstration of at least three ASTM test methods for each requested D3666 scope is required during the assessment.
ASTM D3740	To qualify for ASTM D3740, demonstration of five ASTM soil and/or rock test methods is required during the assessment.
ASTM E329	To qualify for ASTM E329, demonstration of at least one ASTM quality system requirement (ASTM C1077, ASTM D3666, or ASTM D3740) is required. To qualify for ASTM E329 for Sprayed Fire-Resistive Materials only - at least one SFRM test must be demonstrated; an additional quality system is not required. To qualify for ASTM E329 Steel Inspection – demonstration of F3125 Rotational Capacity (aka Skidmore test) is required. The laboratory must possess the equipment and current versions of the applicable documents listed in E329.