

To see a complete list of the documents you need to upload prior to a remote assessment, select the type of assessment from the listed options.

A remote assessment is conducted using a combination of desktop auditing, online web conferencing, and video streaming in order to obtain evidence of compliance to quality management system and testing standards. Review the [Policy and Guidance on Remote Assessments](#) for full details.

Regular In-Sequence Assessment: I am an accredited laboratory that received notice from AASHTO re:source that it is time for me to have my regularly-scheduled assessment in order to maintain my AASHTO Accreditation.

Initial Accreditation: I am a new customer and I am having an assessment in order to obtain AASHTO Accreditation for the first time.

Supplemental Assessment: I am an accredited laboratory and I need to have an assessment in order to add standards or tests to my current scope of AASHTO accreditation.

Assessment Only: I am a new or returning customer that is not seeking accreditation. I only need to have an assessment (example: Pennsylvania HOLA customers) and will not be seeking accreditation.

Remedial Assessment: The AASHTO Accreditation Program has contacted me and is requiring that I have another assessment in order to resolve outstanding accreditation issues.

Regular In-Sequence Assessment: I am an accredited laboratory that received notice from AASHTO re:source that it is time for me to have my regularly-scheduled assessment in order to maintain my AASHTO Accreditation.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:

- [Technician Matrix](#)

We **highly recommend** that the following documents be submitted prior to your assessment. Doing so may result in cost savings and will expedite the assessment process:

All of the documents described in the [Remote Assessment AASHTO R 18 Required Documents and Records List](#), including:

- Current and complete quality management system policies and procedures
- Current Organizational Chart
- Biographical Sketches for each supervisor technical staff member
- Records of training and competency evaluations
- Records of Internal Audits and Management Reviews
- An equipment inventory list as required by AASHTO R 18 Section 6.1.1
- A list of equipment that required calibration, standardization, check, and maintenance
- Written procedures for all in-house equipment calibrations, standardizations, and checks
- Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in [Remote Assessment AASHTO R 18 Required Documents and Records List](#) for details)
- Test reports for each test method requested

If your laboratory is seeking or maintaining accreditation for any of the following ASTM Quality System Standard:

- [Remote Assessment C1077 Required Document and Records](#)
- [Remote Assessment D3666 Required Documents and Records](#)
- [Remote Assessment D3740 Required Documents and Records](#)
- [Remote Assessment E329 Required Documents and Records](#)



Initial Accreditation: I am a new customer and I am having an assessment in order to obtain AASHTO Accreditation for the first time.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:

- [Technician Matrix](#)

All of the documents described in the [Remote Assessment AASHTO R 18 Required Documents and Records List](#), including:

- Current and complete quality management system policies and procedures
- Current Organizational Chart
- Name of the Laboratory Manager / Technical Director (however named)
- Evidence that the Laboratory Manager / Technical Director (however named) is either a registered professional engineer or is a person with equipment science-oriented education experience (subject to approval by the Administrative Task Group)
- Biographical Sketches for each supervisor technical staff member
- Records of training and competency evaluations
- Records of Internal Audits and Management Reviews
- An equipment inventory list as required by AASHTO R 18 Section 6.1.1
- A list of equipment that required calibration, standardization, check, and maintenance
- Written procedures for all in-house equipment calibrations, standardizations, and checks
- Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in [Remote Assessment AASHTO R 18 Required Documents and Records List](#) for details)
- Test reports for each test method requested

If your laboratory is seeking accreditation for any of the following ASTM Quality System Standards:

- [Remote Assessment C1077 Required Document and Records](#)
- [Remote Assessment D3666 Required Documents and Records](#)
- [Remote Assessment D3740 Required Documents and Records](#)
- [Remote Assessment E329 Required Documents and Records](#)



Supplemental Assessment: I am an accredited laboratory and I need to have an assessment in order to add standards or tests to my current scope of AASHTO accreditation.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:

- [Technician Matrix](#)

We **highly recommend** that the following documents be submitted prior to your assessment. Doing so may result in cost savings and will expedite the assessment process:

- Records of training and competency evaluations for the test methods that you are adding to your scope of accreditation
- Written procedures for training and competency evaluations
- Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in [Remote Assessment AASHTO R 18 Required Documents and Records List](#) for details)
- Written procedures for in-house equipment calibrations, standardizations, checks, and maintenance for each piece of equipment required for the test methods requested
- Test reports for each test method requested



Assessment Only: I am a new or returning customer that is not seeking accreditation. I only need to have an assessment (example: Pennsylvania HOLA customers) and will not be seeking accreditation.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:

- [Technician Matrix](#)

We **highly recommend** that the following documents be submitted prior to your assessment. Doing so may result in cost savings and will expedite the assessment process:

- Calibration, standardization, and check records for a test methods that you will be covered during your assessment that have specific requirements contained in the test method (Example: AASHTO T 312, Standard Method of Test for Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyrotory Compactor)



Remedial Assessment: The AASHTO Accreditation Program has contacted me and is requiring that I have another assessment in order to resolve outstanding accreditation issues.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:

- [Technician Matrix](#)
- It is likely that other documents will be required to be submitted prior to your assessment and will depend on your unique situation. Please [contact your Quality Analyst](#) determine what documents will be required.

