



Purpose

This AASHTO Accreditation Program (AAP) Policy and Guidance document is intended to describe the process of review and approval of situations in which personnel are shared or top management normally reports to an office location separate from the laboratory location.

Terminology

1. *Off-site* – the personnel in question normally report to a location other than the laboratory location.
 - 1.1. This term is not intended to define situations in which field testing is performed. It is understood that field testing is always performed at a location other than the laboratory.
 - 1.2. This term is not intended to define situations in which consultants and subcontractors are used to fulfill responsibilities of the laboratory. The work performed by consultants and subcontractors is not valid for the purposes of accreditation.
2. *Multi-site* – the personnel in question normally report to multiple locations to carry out their duties.

Policy

Policy taken from Section 3.4.1.1 of the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

3.4.1.1. It is understood that some tests are frequently conducted at small field or peripheral locations. Therefore, it is not required that all technical staff be directly present at such locations at all times. If technical direction is provided by a manager who is not present at the physical location of laboratory at all times or if there are any other shared personnel situations, the laboratory must provide the AASHTO Accreditation Program (AAP) with sufficient evidence that proves that technical direction is being provided on a full-time basis or the shared personnel situations are appropriate for the work being conducted at the accredited locations. It is the responsibility of the laboratory to ensure that the evidence is comprehensive. This evidence will be forwarded to the Chair of the Administrative Task Group for review. If the evidence is not found to be acceptable by the Chair of the Administrative Task Group, the laboratory's request for accreditation will be denied until the laboratory has a manager in place at that location that conforms to the requirements of Section 3.4.1.

1. The AASHTO Accreditation Program (AAP) requires laboratories with personnel who are not full-time at one location to complete the **AASHTO Accreditation Program (AAP) Multi-Site / Off-Site Personnel Explanation Form**. The laboratories are also required to submit

documentation and additional explanations requested by the AAP.

- 1.1. This form is a supplement to the **Initial Accreditation Review Form**, the **Annual Review Form**, and the **Change in Personnel Form**. It may also be required any time the AAP is notified of a situation in which off-site or multi-site personnel are being employed.
- 1.2. Field personnel dispatched from a location other than laboratory location in question are required to be included in the **AASHTO Accreditation Program (AAP) Multi-Site / Off-Site Personnel Explanation Form**. Field personnel who normally report to, or are dispatched from, the laboratory location do not need to be included.
2. The Technical Director of the laboratory is required to sign the form as a declaration that the statements contained therein are accurate to the best of their knowledge. Each employee who is named as normally reporting to work at a site other than the laboratory address is also required to sign the form as a declaration that the statements contained therein are accurate to the best of their knowledge.
 - 2.1. If the AAP discovers that the information is not true, accreditation may be revoked without providing the laboratory additional time to address the inaccuracy.
3. If the form does not provide the laboratory sufficient space to fully explain the situation, the laboratory may submit a supplemental explanation to the AAP as long as it contains the same signatures and addresses the relevant questions that are presented on the **AASHTO Accreditation Program (AAP) Multi-Site / Off-Site Personnel Explanation Form**.
4. The AAP reviews the contents of the form and the supporting documentation and may request additional information following the review. Approval is based on the laboratory proving that it has sufficient resources to fulfill the responsibilities and duties of an AASHTO Accredited laboratory.

Guidance

1. The **AASHTO Accreditation Program (AAP) Multi-Site / Off-Site Personnel Explanation Form** provides laboratories the opportunity to explain complex personnel situations. Laboratories are encouraged to ask questions of their assigned Quality Analysts if they are unsure if they need to complete this form to maintain AASHTO Accreditation.
2. The requirement to complete the form does not imply a lack of conformance to program requirements. The AAP will consider the situation and render a decision to the laboratory on conformance to program requirements. In some cases, the decision will cause a change to the AASHTO Accreditation directory listing. In those cases, the laboratory will be notified regarding the lack of conformance and change to the directory listing.