



Policy

This document expands upon what is stated in the [Procedures Manual for the Accreditation of Construction Materials Testing Laboratories](#).

The AASHTO Accreditation Program (AAP) has a formal process for the extension of accreditation to a temporary project laboratory. Verification of an extension can be accomplished by reviewing the laboratory's Certificate of AASHTO Accreditation (see Figure 1), which is accessible on the [AASHTO Accreditation Program Directory](#).

This process is only for temporary laboratories working on projects for less than 12 months. If the project is going to last longer, the laboratory will need to seek its own separate accreditation from the main laboratory facility. There is no extension of AASHTO Accreditation beyond the laboratory facility's address listed in the AASHTO Accreditation Directory (other than field testing deployed from the accredited laboratory facility location) without going through this formal process.

Before starting the process, the laboratory needs to submit relevant project documentation to the AAP so that a determination can be made regarding the suitability of this process for the laboratory's situation. This is accomplished through a review of the project requirement documents, which shall include the scope of work, location, and an estimated duration of the project.

The laboratory may also be asked about personnel and equipment assignments before the process begins to ensure that the laboratory is adequately staffed and equipped at the main laboratory for the testing included in the scope of its accreditation and the project laboratory for the testing that will be conducted.

If the AAP has determined that the laboratory is a qualifying candidate for extending accreditation to a temporary site laboratory, the laboratory can begin the application process by submitting a [Temporary Facility Accreditation Extension Form](#) along with the required documentation. In some cases, this will include a requirement to submit the [Multi-Site or Off-Site Personnel Form](#). The temporary facility must demonstrate acceptable testing conditions for the relevant testing it intends to perform.

Once the application has been processed, the laboratory will submit the remainder of the documentation through the AASHTO re:source Accreditation Events system in the same manner as responding to an on-site assessment review.

Please note that if the temporary facility is seeking accreditation for any testing that requires conformance to AASHTO M201 or ASTM C511, photographic evidence of conformance for the new curing facilities, a current standardization record for the temperature recorder to show that it has been standardized on-site in the new curing facilities, and three weeks' worth of temperature recorder data is required to be submitted.

The AAP will determine if additional information or records are required to be submitted. If so, the laboratory will be notified.

The laboratory is required to perform testing and receive satisfactory ratings on all proficiency samples normally required for a laboratory in the AAP for the scope covered by this temporary accreditation. Fees will be invoiced to the main facility and sold as blind samples.

Testing must be performed by the technician who will be assigned to the temporary facility using the equipment assigned to the temporary facility, and the testing must occur at the temporary facility. If this is not carried out according to the policy, the laboratory will be required to purchase additional samples until conformance has been confirmed by the AAP.

If proficiency samples are not available, the laboratory is permitted to submit video evidence of testing performance for the applicable test methods by the technician assigned to the temporary site facility at the temporary site facility laboratory. The laboratory will be invoiced for fees for review of the video and preparation of the report. All nonconformities noted in the report shall be resolved for the process to continue.

Once the extension has been approved and all invoiced fees have been paid, the following certificate (see Figure 1) will be issued and posted under the main laboratory's account. The approval will expire 365 days from when it became active. There are no possibilities of extensions being granted to this approval. At that point, the laboratory will be invoiced for the "per standard" fees as defined on the AAP fee's page.

Guidance

Before a laboratory begins this process, it should check with the AAP to determine if it is a good candidate and do so several months before the start of the project. To be eligible for temporary accreditation, the main facility must be in good standing and remain accredited throughout the course of the temporary accreditation.

Good standing includes a history of conformance, no current suspensions, no unpaid invoices, and a history of satisfactory proficiency sample ratings. If management personnel will not be routinely present on the job site, they must provide evidence that effective oversight will be given to testing personnel and materials reporting and acceptance.

Applicable proficiency samples should be requested as soon as possible during the review process to allow time for processing, shipping, testing, and the review of results.

The extension of accreditation must also include any required prerequisite standards. Please refer to the [AASHTO Accreditation Policy and Guidance on Prerequisites for Accreditation](#) for more information on prerequisite standards.

It is understood that personnel may be assigned to the temporary facility from the main facility, but in order for accreditation to be maintained at both facilities where certified personnel are required, the laboratory needs to be able to demonstrate conformance for both facilities simultaneously.

If the laboratory is seeking to extend accreditation to a temporary site facility, it should prepare to equip the laboratory with all necessary testing equipment before submitting the extension. Accreditation cannot be maintained at the main facility and extended to the temporary site facility unless both facilities maintain equipment necessary for performance of testing.



Accreditation has been extended to the following temporary site facility from the effective date of M/DD/YYYY until the expiration date of M/DD/YYYY.

ABC Laboratory
The Airport Project
City, State, USA

Standards Included in the Extension of Accreditation

Quality Management System
R18, D3666 (Aggregate) D3666 (Asphalt Mixture)

Aggregate
C117, C136, C566

Asphalt Mixture
T329, D2041, D2726, D3203, D5444, D6307, D6925



Staffing of the Temporary Site Facility

The credentials of the following technical staff members have been reviewed to determine conformance to accreditation requirements stated in AASHTO R 18 and ASTM quality management system standards identified in the list of standards above.

Technical Director: Lab Director Name

Laboratory Supervisor / Supervising Laboratory Technician: Laboratory Supervisor Name

Laboratory Technician(s): Laboratory Technicians Names

Field Supervisor / Supervising Field Technician: Field Supervisor Name

Field Technician(s): Field Technicians Names

Figure 1. Certificate image and subsequent details page for an extension of accreditation to a temporary site facility