AASHTO Accreditation Fact Sheet on Extending Accreditation to a Temporary Site Facility

Scope of temporary accreditation

Accreditation is permitted to be granted for up to 12 months to a temporary facility without first undergoing an on-site assessment if the temporary facility is staffed, equipped, and sufficiently controlled by a main facility that is AASHTO Accredited for the testing being conducted at the temporary facility. The temporary facility must be implementing the quality management system of the main facility. All staff working at the temporary location must conform to the requirements of Section 3.4. Temporary facilities include trailers or other structures, and the personnel and equipment associated with them, that have been established for a specific project (AAP Procedures Manual Section 2).

Who is 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.

How much does it cost?

- An up-front fee of $550 per facility will be paid for the review. Upon acceptance of the materials submitted, the AAP fees of $25 per test method extended will be invoiced.
- The laboratory must test all PSP samples that would normally be required for a laboratory in our program for the scope covered by this temporary accreditation. PSP fees will be invoiced to the main facility and sold as extra proficiency samples. Testing must occur at the temporary facility and be performed by the personnel that will be stationed at the temporary facility.

What does the laboratory need to send AAP for review?

- A copy of the contract that was awarded to the laboratory for the work being performed
- Equipment records showing that the temporary facility is equipped to perform the testing required by the contract using calibrated/standardized/or checked equipment. Records must be current and show the equipment is in good condition. Sensitive equipment borrowed from the main facility should be calibrated on site to ensure that they were not damaged during the move. If the main laboratory forfeits its only piece of testing equipment to the temporary facility, then the main laboratory will have the test method temporarily withdrawn.
- Organizational chart and explanation of personnel distribution including a formal explanation stating how testing and management personnel will be assigned to the temporary facility.
- Evidence that qualified personnel have been assigned to the job site according to the scope of testing to be performed including appropriate certifications as required by ASTM C1077, D3666, D3740, and E329.
- Evidence of curing facilities conforming to AASHTO M201 / ASTM C511 requirements if required by any standard included in this review. This includes photos, temperature recorder standardization records, and data showing that the tank(s) or curing room is capable of maintaining the prescribed temperature and humidity.
- The laboratory must request extra proficiency samples relevant to the work performed on the project to be tested at the site facility by the personnel who will be assigned to that project. The laboratory must receive satisfactory ratings of ±3, 4, or 5. The Quality Analyst will help the laboratory to determine which samples are needed based on the testing being conducted at the temporary facility.