

How to Prepare for Your Remote Assessment

PART 1: TECHNOLOGY

PART 2: DOCUMENT SUBMITTAL

PART 3: SAMPLE PREPARATION

Obtain Hardware



Use a phone or tablet instead of a laptop



Have a portable tripod or stand available



Use Bluetooth headphones



Obtain a portable charger for phone or tablet

Download Software

[Zoom](#) is preferred

Free to download

[Microsoft Teams](#) can also be used

zoom



Pro Tip: Designate a camera person knowledgeable with camera equipment and determine how the camera person will interact, such as alerting the technician when a question is asked, and the technician doesn't hear. Also, ensure a stand is available for the camera. – AASHTO re:source Customer

Test Your Internet Signal

Check your download and upload speeds

[Speedtest](#)® by Ookla is a good option

Zoom recommends upload and download speeds of at least 1.8Mbps

Perform your own dry run with laboratory staff to see if signal appears adequate

Check your coverage in all areas of the lab

TROUBLESHOOTING

- Call your internet service provider
- Try a different phone or tablet
- Turn off apps that use a lot of bandwidth
- Turn off other streaming or connected devices
- Try using a wi-fi extender
- Try using a 4G or 5G cell phone signal

Pro Tip: Become familiar with the equipment and software you'll be asked to use in order for the assessor to view testing. – AASHTO re:source Customer

Familiarize Yourself with Hardware & Software



Ensure that you know how to mute and unmute



Connect and disconnect Bluetooth headphones

Switch the camera being displayed by the tablet or phone



Use screen share features in software



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Organize Files in Accordance with AASHTO R 18 Section and Subsection Numbers



5.1.1 Quality Manual Policies and Procedures



5.3.3 Organizational Chart



5.4.2 Biographical Sketched (resumes or CV...)



5.4.3 P.E. License or ATG Number for Laboratory Manager Techh...



5.5 Records of Training and or Competency Evaluation for a...



5.6 Records of Internal Audits



5.7 Records of Management Reviews

Follow [guidance](#) on AASHTO re:source website on what to upload

Scan in Paper Files if Needed

Use an office copier or scanner

Try using a PDF scanner app on your phone

Use a commercial service (such as FedEx Office)

Submit documents as early as possible



Upload to AASHTO re:source Website

Navigate to your Laboratory Home Page, "Laboratory Assessment History"

Click "pre-assessment"

[Laboratory Assessment History](#)

The limit is 100MB and up to 5 Files

[Request an Assessment](#)

We recommend compressing several folders into one [zip](#) file

Assessments:						
Request	Tour	Quality Document	Date	Assessor(s)	Report#	
View	32	Pre-Assessment	To Be Scheduled			1.2
Remote Assessment Form: Not Submitted						



Link / Credentials to Cloud Storage (Google, Drop Box, SharePoint, etc.)



Email to Your Assessor (not preferred)

Potential Methods of Document Submittal

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Prepare all samples as described in **Assessment Prep Lists** prior to the Assessment.

Pro Tip: Follow the guidelines given. Having the samples prepared and ready made a huge difference in the amount of time required for the assessment. This also makes you feel more confident and ready for the upcoming testing. Have everything prepared a few days beforehand and make a dry run of each test method. Try to relax. – *AASHTO re:source Customer*

Additional Customer Comments


“Take the extra time to make sure all required documents are complete before submitting to the website.”


“You might need better speakers than what is in a tablet or phone in areas with fume hoods when you do the assessment. Gather your paperwork early, if your records are paper. The 5-file limit requires extra organization. Overall, it requires more prep work than before so allow more time. We both worked out the kinks. The final report comes quicker.”


“Preparation is paramount. Things will go much more smoothly if you have everything ready to go at the onset of the assessment. An extending tripod works well to get all the angles of the demonstrations. Make sure you have adequate charging cords for your phone or tablet...the longer ones were helpful. Having a designated phone or tablet operator also helps.”


Additional information on remote assessments is available on our website:


aashtoresource.org/lap/remote-assessments


 **Aggregate Assessment Prep**
PDF, 218.46 KB

 **Asphalt Cement Assessment Prep**
PDF, 220.10 KB


 **Asphalt Mixture Assessment Prep**
PDF, 101.93 KB


 **Emulsion Assessment Prep**
PDF, 198.11 KB


 **HOLA Assessment Prep**
PDF, 884.04 KB


 **Iron and Steel Assessment Prep**
PDF, 992.22 KB

 **Pavement Preservation Assessment Prep**
PDF, 194.45 KB

 **Quality System Assessment Prep**
PDF, 91.37 KB

 **Rock Assessment Prep**
PDF, 198.14 KB

 **SFRM Assessment Prep**
PDF, 202.96 KB

 **Soil Assessment Prep**
PDF, 112.22 KB



[Remote Assessments
Video Tutorial](#)