

Purpose

1. This AASHTO Re:source Policy and Guidance document is intended to describe the process by which a company can have an approved corporate quality management system (QMS) for AASHTO Re:source. Participation in the Corporate QMS program is voluntary.

Terminology

1. *Corporate Quality Management System* – a quality management system that has been established and maintained by a central quality manager and is implemented at each company location by the local management team.
2. *Corporate Quality Management Team* – the individual or group of individuals that has established and maintains the corporate quality management system.
3. *Approved Corporate Quality Management System* – A corporate quality management system that has been determined to conform to the requirements of the AASHTO Accreditation Program, AASHTO R18, and other applicable quality system standards, and is in use at all accredited locations under direction of the corporate quality management team.

Responsibilities for Laboratories

1. The company must have an established corporate account on www.aashtoresource.org.
2. The company must have at least three laboratory locations that are AASHTO Accredited.
3. The company must be applying their corporate QMS at all locations.
4. All locations of the company must have the same name.
5. All nonconformities must be resolved within the time frame for submitting resolutions.
6. The company must have a policy or procedure on how the Corporate Quality Manager (or their designee) notifies and trains staff members at all locations on updates and revisions to the Corporate Quality Management System.

Application Process

1. Register your corporate account to associate your corporate quality manager's contact information and location with your other company locations. This is required to pursue approval for a corporate QMS.
2. AASHTO re:source staff will reach out to the designated corporate quality manager and request that an electronic copy of the corporate QMS documentation be submitted for review.

Fees

1. Initial Review:

- 1.1. The corporate account will be charged a total of \$1200 for the initial review. There will be a fee of \$600 for the initial review by the AASHTO Accreditation Program and a fee of \$600 at the completion of the initial review by the AASHTO Re:source Laboratory Assessment Program, as both programs are involved in the review.
2. Renewal Process:
 - 2.1. The laboratory will be charged a total of \$600 for the renewal. There will be a fee of \$300 for the renewal review by the AASHTO Accreditation Program and a fee of \$300 at the completion of the renewal review by the AASHTO Re:source Laboratory Assessment Program, as both programs are involved in the review.

Findings and Resolving Nonconformities found in the Corporate QMS review

1. Upon completion of the review, the report will be uploaded to the corporate laboratory's AASHTO re:source home page and can be viewed under the Accreditation Events.
2. The corporate quality manager will then submit corrective action reports and supporting documentation through the Accreditation Events system.
3. The laboratory will have 60 days to resolve all nonconformities.

Assessment Expectations

1. Each company location under the corporate QMS will be required to present or allow access to the quality management system by the assessor. Failure to do so, or presenting an older version of the quality management system will result in a nonconformity being noted in the assessment report.
2. If during the assessment, the assessor determines that a policy or procedure from the approved corporate QMS is not in compliance with R18 or the other applicable quality management system standards, the assessor will not write a finding for the specific location but will communicate with the quality analyst working on corporate quality management reviews to address the issue.
3. A laboratory that has an approved corporate QMS will only be reviewed for location-specific items at each company location during an AASHTO re:source assessment such as location-specific organizational chart, internal audit and management review records, customer complaints, biographical sketches, inventory list, equipment records, training and competency records and certifications for staff, etc. The assessor will ensure that each company location is following the correct version of the corporate QMS.

Renewal Process

1. AASHTO resource will contact the corporate quality manager with instructions on how to renew the corporate QMS every 24-30 months.
2. The corporate quality manager will submit the current corporate QMS to AASHTO re:source by the deadline provided in the instructions.

3. The corporate quality manager will address all nonconformities noted within 60 days of notification of the nonconformities.
4. If findings go unresolved after 60 days, AASHTO re:source will take this lack of action to mean the laboratory no longer wishes to be enrolled in the program. At that time, AASHTO re:source will conduct assessments with a full review of R18 requirements and applicable quality system standards at all locations.
5. The corporate quality manager will ensure that all invoices are paid on time.
6. The laboratory does not need to resubmit an updated version prior to the requested renewal review unless significant changes have taken place that may no longer meet the R18 requirements and applicable quality management system standards.

Unenrollment

1. A company may decide to unenroll in this program at any time by notifying AASHTO re:source.
 - 1.1. If the company requests to withdraw from the program, the AASHTO re:source assessments will go back to reviewing all quality management system documentation at each company location.
2. If participating laboratory locations receive a high number of quality management system nonconformities during assessments, the company may be removed from this program due to lack of adherence to the program requirements.

Exception

1. The Cement and Concrete Reference Laboratory (CCRL) does not accept corporate QMS reviews and will perform a full assessment of the QMS at each company location even if the corporate QMS has been accepted by the AASHTO Accreditation Program.