

# Policy and Guidance on Remote FWD Certification

## 1. Background and Rationale

- 1.1. In order to provide an alternative method of certification during the period in which on-site certifications are temporarily suspended, AASHTO re:source is offering remote certification.
- 1.2. This policy is not intended to replace normal in-sequence on-site certifications as required by AASHTO R32 for facilities that are already certified by AASHTO. Any new facilities will be required to have an on-site visit as soon as it is convenient after travel restrictions have been lifted.

## 2. Eligibility Requirements

- 2.1. In order to be eligible for a remote certification, a facility must be in good standing with AASHTO and have no recent history of non-payment concerns and/or overdue invoices.

## 3. Technology Requirements

- 3.1. The facility shall have access to adequate equipment and resources with which to live stream the assessment. The video and sound need to be of sufficient quality that the details of the calibration procedures and equipment are clear.
- 3.2. **Wi-Fi and/or Cellular Service:** The facility shall have reliable Wi-Fi and/or cellular service throughout all areas in the building that certification will be conducted.
- 3.3. **Software Requirements:** The facility shall download ZOOM Software on all computers, tablets, and phones that will be used during the remote assessment. It is not necessary to download ZOOM onto the computers that will be used by the FWD operator or the computer running winFWDCal.

## 4. Application Process

### 4.1. New Facilities / Initial Certification

- 4.1.1. Register for an AASHTO re:source online account.
  - 4.1.1.1. To register, complete the Registration Request Form. An Access Code and Passkey will then be issued and the user will be able to create a unique login associated with their email address and a password of their choosing.
- 4.1.2. Request a Certification
  - 4.1.2.1. Navigate to the [FWD section](#) of the AASHTO re:source website and download the FWD Evaluation Request Form.
  - 4.1.2.2. Email the completed FWD Evaluation Request Form to [rdabbs@aashtoresource.org](mailto:rdabbs@aashtoresource.org) and include potential dates you would like to perform the remote certification.

### 4.2. Existing Facilities / Recertification

- 4.2.1. Request a Recertification
  - 4.2.1.1. Navigate to the FWD section of the AASHTO re:source website and download the FWD Evaluation Request Form.
  - 4.2.1.2. Email the completed FWD Evaluation Request Form to [rdabbs@aashtoresource.org](mailto:rdabbs@aashtoresource.org) and include potential dates you would like to perform the remote certification.

## 5. Scheduling Process

- 5.1. A representative of AASHTO re:source shall review the FWD Evaluation Request to determine the appropriate amount of time to schedule the certification.

The representative shall contact the facility and schedule a pre-certification dry run to be conducted via ZOOM.

## 6. Pre-Certification Dry Run

- 6.1. An AASHTO re:source representative shall contact the facility at the appointed time via ZOOM.
- 6.2. **Tour of Facility:** The facility representative shall conduct a remote tour in order to ensure the reliability of the Wi-Fi and/or cellular service throughout the entire facility.  
**NOTE 1** – A tablet or smartphone is recommended for the tour
- 6.3. **Proposed Certification Schedule:** The AASHTO re:source representative shall discuss the proposed certification schedule and confirm which personnel will be performing the certification and who will be assisting. Any scheduling conflicts shall be addressed during this time. The certification shall be scheduled in approximately two (2) hour increments (or the time it takes to perform a single calibration), followed by a short break.
- 6.4. If the video and sound quality are deemed sufficient in all areas of the facility, the assessor will schedule the remote certification.

## 7. Certification

- 7.1. **Opening Meeting:** The AASHTO re:source representative shall conduct a brief opening meeting to discuss the certification criteria, personnel involved, and the certification schedule.  
**NOTE 2** – It is recommended that all personnel involved in the certification are present during the opening meeting.
- 7.2. **Certification Procedures:** The facility shall be prepared to demonstrate a full calibration for each person seeking certification. The FWD and all electronics shall be properly warmed up prior to the start of the certification. All associated files created during each calibration shall be stored for review by the AASHTO re:source representative.
  - 7.2.1. In general, the camera must be positioned to keep as much of the calibration center operator and the person holding the stand in view as possible.
  - 7.2.2. If there is a specific view or event that must be captured, the AASHTO re:source representative shall communicate that prior to the event.  
**NOTE 3** – Examples of specific views and events include things like sensor positions and serial numbers, load cell alignment, and acceptance criteria on the computer screen.
- 7.3. **Assessment Time:** In order to reduce fatigue on the parts of both the facility personnel and the AASHTO re:source staff, the certification shall be conducted in approximately two (2) hour increments (or the time it takes to perform a single calibration), followed by a short break.
- 7.4. **Immediate Termination of the Certification**
  - 7.4.1. Severe cases of misrepresentation of the calibration facilities, personnel, equipment, or records may lead to the immediate termination of the assessment and/or refusal of service. This shall be done at the discretion of the AASHTO re:source representative conducting the certification.
  - 7.4.2. In the event that the remote certification is discontinued before its completion, the facility will still be invoiced for the base fee.
- 7.5. **Preliminary Findings:** The AASHTO re:source representative shall share any preliminary findings that will be in the report with the facility during the certification process.
- 7.6. **Data and Records Review:** The data from each calibration performed during the certification will be sent to the AASHTO re:source representative to be simulated using the winFWDCal software. The facility will also send a copy of the most recent calibration for their load cell and the first page from their most recent version of AASHTO R32. The final report will be issued

after the calibration data and records have been reviewed by an AASHTO re:source representative.

**7.7. Final Report and Certifications:** Once the data and records review are complete, the final report will be sent to the facility. If the final report indicates the calibration center operator is found fully compliant, the certification will be issued. If the calibration center operator is found partially compliant or non-compliant, the certification will not be issued until a corrective action report has been submitted and approved by an AASHTO re:source representative.

**8. Post Certification Process**

- 8.1. The facility shall be invoiced for the remote certification.
- 8.2. New facilities that receive a remote certification as their initial certification shall receive an on-site certification in approximately one year.

**9. Remote Certification Fees**

- 9.1. See the FWD Fee Policies section on the AASHTO re:source website for a list of the fees.