

Please submit the following documents and records to the Pre-Assessment page for review. The remote assessment will not be scheduled until all the documents and records are submitted.

NOTE – The policies and procedures may be submitted as the entirety of the quality manual, or as individual documents.

1. Applicable aggregate certifications for the Laboratory Supervisor and all Testing Technicians.
NOTE – For more information about technician certifications, please see the [AASHTO Accreditation Policy on Certifications](#).
2. Name and professional engineering license of the individual in charge of the technical operations of the aggregate testing laboratory.
3. List of all relevant technical services (i.e. test methods) offered (Section 5.1.2).
4. List of all external technical services normally utilized (i.e. calibration services, vendors, and subcontractors) (Section 5.1.3).
5. Records illustrating that mechanical agitation periods have been established for each different type of concrete aggregate tested (Section 8.4.2).
6. Procedure regarding the transfer of samples (aggregate) from the field to the laboratory (Section 9.2.1.2).
7. Evidence that aggregate equipment calibration or verification records include the associated accuracy of the measurement or a comparison of the measured quantity with the associated allowable tolerances, as necessary to verify that the equipment complies with the relevant standard (Section 9.2.2.6).
8. Records documenting work experience and education for all aggregate laboratory personnel (Section 9.2.3).
9. A final aggregate test report (Section 9.4).
10. Evidence that the equipment inventory includes all aggregate testing equipment and each items' description, identification number, and next date of calibration or verification (Section 10.1.1.4).
11. Procedure for handling technical complaints from clients (Section 10.1.3).
12. Procedure that is implemented when equipment is out of calibration or testing equipment is found to be deficient (Section 10.1.4).
13. Procedure for ensuring the quality of external technical services, such as: calibration services, vendors used to procure equipment and materials for the laboratory, and subcontractors (Section 10.1.5).
14. Records of subcontractor and vendor evaluations (Section 10.1.5).