

Please submit the following documents and documents 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 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. Brief biographical sketches (resume, CV, etc.) for all bituminous and aggregate technical staff (Section 9.1.2.3).
3. Typical test report forms that illustrate the manner in which test results and supporting information are documented (Section 9.1.4.2).
4. Document describing participation in proficiency sample and on-site assessment programs, as well as the methods used to identify poor results, and procedures followed when poor results or deficiencies occur (Section 9.1.6.1).
5. Procedures regarding internal audits describing the distribution of internal audit reports to management and identifying the location of resulting records (Section 9.1.7).