

Please review the following to ensure that you have everything that you need in order to be fully prepared for a remote assessment with AASHTO re:source.

EQUIPMENT AND TECHNOLOGICAL RESOURCES

- Reliable Wi-Fi throughout entire facility, including all areas where laboratory testing is performed.
- Ability to download [ZOOM software](#) prior to on-site audits on all computers, tablets, and phones being utilized during the virtual assessment. You may be asked to use multiple devices at once during the assessment in order to provide the assessor with all proper camera angles and views necessary to observe test procedures.
- A scanner or photo digitizing capabilities for capturing images of your documents and records **OR** documents available in a digital format.
- Laptops, smartphones, or other mobile devices with high-quality cameras to use during the remote assessment.
- Capability to do “dry-run” with the Laboratory Assessor(s) prior to the date of the remote assessment to confirm all equipment works properly.

PERSONNEL

- Laboratory/Technical Manager
- Quality Manager
- Technicians to demonstrate all tests covered by the scope of the assessment
- IT Support

POLICIES, PROCEDURES, AND DOCUMENTATION

- Review [AASHTO's Policy and Guidance Document on Remote Assessments](#)
- Review the [Remote Assessment Laboratory Rights and Responsibilities Document](#)
- Gather documentation to submit as listed on the [Remote Assessment Documents and Records Page](#)
 - Use this [helpful guide](#) to determine what documentation you will be required to submit before your assessment.
 - Prepare electronic copies.
 - Create a .zip file that is less than 100 Mb with all required documents included.

PROFICIENCY SAMPLES

- Enroll to receive [Proficiency Samples](#) as required the scope of your assessment

ARE YOU READY?

Once you have completed this checklist you are ready to [request](#) a remote assessment with AASHTO re:source! First-time customers will be required [register](#) with AASHTO re:source before they can request an assessment or other services from AASHTO re:source.
