Remote Assessment Documentation Guide

To see a complete list of the documents you need to upload prior to a remote assessment, select the type of assessment from the listed options.

**Regular In-Sequence Assessment:** I am an accredited laboratory that received notice from AASHTO re:source that it is time for me to have my regularly-scheduled assessment in order to maintain my AASHTO Accreditation.

**Initial Accreditation:** I am a new customer and I am having an assessment in order to obtain AASHTO Accreditation for the first time.

**Supplemental Assessment:** I am an accredited laboratory and I need to have an assessment in order to add standards or tests to my current scope of AASHTO accreditation.

**Assessment Only:** I am a new or returning customer that is not seeking accreditation. I only need to have an assessment (example: Pennsylvania HOLA customers) and will not be seeking accreditation.

**Remedial Assessment:** The AASHTO Accreditation Program has contacted me and is requiring that I have another assessment in order to resolve outstanding accreditation issues.

A remote assessment is conducted using a combination of desktop auditing, online web conferencing, and video streaming in order to obtain evidence of compliance to quality management system and testing standards. Review the [Policy and Guidance on Remote Assessments](#) for full details.

Published: 6/24/2020
Regular In-Sequence Assessment: I am an accredited laboratory that received notice from AASHTO re:source that it is time for me to have my regularly-scheduled assessment in order to maintain my AASHTO Accreditation.

The following documents are mandatory and must be submitted before we can schedule your assessment:
- Remote Assessment Agreement Form
- Technician Matrix

We highly recommend that the following documents be submitted prior to your assessment. Doing so may result in cost savings and will expedite the assessment process:

All of the documents described in the Remote Assessment AASHTO R 18 Required Documents and Records List, including:
- Current and complete quality management system policies and procedures
- Current Organizational Chart
- Biographical Sketches for each supervisor technical staff member
- Records of training and competency evaluations
- Records of Internal Audits and Management Reviews
- An equipment inventory list as required by AASHTO R 18 Section 6.1.1
- A list of equipment that required calibration, standardization, check, and maintenance
- Written procedures for all in-house equipment calibrations, standardizations, and checks
- Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in Remote Assessment AASHTO R 18 Required Documents and Records List for details)
- Test reports for each test method requested

If your laboratory is seeking or maintaining accreditation for any of the following ASTM Quality System Standard:
- Remote Assessment C1077 Required Document and Records
- Remote Assessment D3666 Required Documents and Records
- Remote Assessment D3740 Required Documents and Records
- Remote Assessment E329 Required Documents and Records

Published: 6/24/2020
Initial Accreditation: I am a new customer and I am having an assessment in order to obtain AASHTO Accreditation for the first time.

The following documents are mandatory and must be submitted before we can schedule your assessment:
- Remote Assessment Agreement Form
- Technician Matrix

All of the documents described in the Remote Assessment AASHTO R 18 Required Documents and Records List, including:
- Current and complete quality management system policies and procedures
- Current Organizational Chart
- Name of the Laboratory Manager / Technical Director (however named)
- Evidence that the Laboratory Manager / Technical Director (however named) is either a registered professional engineer or is a person with equipment science-oriented education experience (subject to approval by the Administrative Task Group)
- Biographical Sketches for each supervisor technical staff member
- Records of training and competency evaluations
- Records of Internal Audits and Management Reviews
- An equipment inventory list as required by AASHTO R 18 Section 6.1.1
- A list of equipment that required calibration, standardization, check, and maintenance
- Written procedures for all in-house equipment calibrations, standardizations, and checks
- Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in Remote Assessment AASHTO R 18 Required Documents and Records List for details)
- Test reports for each test method requested

If your laboratory is seeking accreditation for any of the following ASTM Quality System Standards:
- Remote Assessment C1077 Required Document and Records
- Remote Assessment D3666 Required Documents and Records
- Remote Assessment D3740 Required Documents and Records
- Remote Assessment E329 Required Documents and Records

Published: 6/24/2020
**Supplemental Assessment:** I am an accredited laboratory and I need to have an assessment in order to add standards or tests to my current scope of AASHTO accreditation.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:
- Remote Assessment Agreement Form
- Technician Matrix

We **highly recommend** that the following documents be submitted prior to your assessment. Doing so may result in cost savings and will expedite the assessment process:

- Records of training and competency evaluations for the test methods that you are adding to your scope of accreditation
- Written procedures for training and competency evaluations
- Records of equipment calibration, standardization, and check for each piece of equipment required for the test methods requested (see Tables in Remote Assessment AASHTO R 18 Required Documents and Records List for details)
- Written procedures for in-house equipment calibrations, standardizations, checks, and maintenance for each piece of equipment required for the test methods requested
- Test reports for each test method requested
Assessment Only: I am a new or returning customer that is not seeking accreditation. I only need to have an assessment (example: Pennsylvania HOLA customers) and will not be seeking accreditation.

The following documents are **mandatory** and must be submitted before we can schedule your assessment:

- Remote Assessment Agreement Form
- Technician Matrix

We **highly recommend** that the following documents be submitted prior to your assessment. Doing so may result in cost savings and will expedite the assessment process:

- Calibration, standardization, and check records for a test methods that you will be covered during your assessment that have specific requirements contained in the test method (Example: AASHTO T 312, Standard Method of Test for Preparing and Determining the Density of Asphalt Mixture Specimens by Means of the Superpave Gyratory Compactor)
Remedial Assessment: The AASHTO Accreditation Program has contacted me and is requiring that I have another assessment in order to resolve outstanding accreditation issues.

The following documents are mandatory and must be submitted before we can schedule your assessment:

- Remote Assessment Agreement Form
- Technician Matrix
- It is likely that other documents will be required to be submitted prior to your assessment and will depend on your unique situation. Please contact your Quality Analyst to determine what documents will be required.