Step 1: Laboratory requests a remote assessment.

Step 2: Laboratory submits required documentation.

Step 3: AASHTO re:source reviews and approves documentation.

Step 4: AASHTO re:source contacts laboratory to schedule the remote assessment.

Step 5: A dry-run takes place to ensure audio, video, and internet connection are of acceptable quality.

Step 6: Laboratory Assessor(s) create an assessment agenda that outlines the dates and times for observation of test procedures and equipment checking.

Step 7: Laboratory Assessor(s) perform a desktop audit of quality management system policies, procedures, and records.

Step 8: Laboratory Assessors(s) conduct an opening meeting with laboratory personnel.

Step 9: Laboratory personnel demonstrate test procedures and equipment checking in 2-hour increments.

Step 10: Laboratory Assessors(s) conduct a daily wrap-up at the end of each day of the assessment.

Step 11: Laboratory Assessors(s) conduct a closing meeting with laboratory personnel and provide a preliminary written report.