

Step 1	Laboratory <u>requests a remote assessment</u> .
Step 2	Laboratory submits <u>required documentation</u> .
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.
Step 12	AASHTO re:source finalizes assessment report.