



Remote Assessment Laboratory Rights and Responsibilities

AASHTO re:source has published an [AASHTO Accreditation Policy and Guidance on Remote Assessments](#) for conducting remote assessments. The following list summarizes some of the key components of your laboratory's rights, responsibilities, and requirements for conducting a remote assessment. By requesting a remote assessment from AASHTO re:source, you certify that you have read and agree to comply with items 1 through 7 listed below.

By requesting a remote assessment from AASHTO re:source, you hereby agree to the following.

In order for AASHTO re:source to conduct a remote assessment of your laboratory, you must agree to comply with the following:

1. If the laboratory is seeking accreditation, the laboratory must comply with the requirements for accreditation set forth in the [AASHTO Accreditation Procedures Manual](#).
2. The laboratory must comply with the technical requirements for internet speed, video quality, and audio quality as outlined in the [Policy and Guidance on Remote Assessments](#). Failure to comply with these requirements may result in postponement or cancellation of the remote assessment.
3. The laboratory agrees that severe cases of misrepresentation of the laboratory testing facilities, personnel, equipment, or records, could lead to refusal of service (See Section 6 of the [AASHTO Accreditation Program Procedures Manual](#)). The laboratory certifies that the location entered in this document above is the true location of the facility undergoing a remote assessment, and:
 - a. All video shared during the assessment is streamed on site at the laboratory's facilities and provides an accurate representation of the laboratory's testing areas.
 - b. All testing equipment presented during the assessment is owned by the laboratory and maintained at the location that is being assessed. Testing equipment presented has not been shared with or borrowed from another laboratory.
 - c. All personnel interviewed and observed during the assessment are full-time at the laboratory location that is requesting the on-site assessment in accordance with [AASHTO Accreditation Program Procedures Manual](#).
 - d. All testing and quality system policies, procedures, and records submitted for review during the assessment are the property of the laboratory and have not been falsified. Additional information may be found in the [AASHTO Accreditation Policy and Guidance on Addressing Falsified Records Issues](#).
4. The laboratory agrees to comply with AASHTO re:source representative's requests during the video portion of assessment, including, but not limited to, review of labels or serial numbers on laboratory equipment, adjustment of camera viewing angles, or zooming and panning of the video camera.

5. The laboratory agrees that non-compliance with any part of this document at any point may lead to cancellation of the assessment by AASHTO re:source. AASHTO re:source reserves the right to collect any fees for services rendered if the assessment is cancelled due to non-compliance with any part of this agreement.
6. The laboratory agrees that the remote assessment will not be scheduled until the documents listed below have been submitted to AASHTO re:source.
7. The laboratory agrees to pay all applicable fees for services rendered in accordance with rates published on the [aashtoresource.org](https://www.aashtoresource.org) website.
8. The laboratory agrees not to record any audio or video of any portion of the assessment.

AASHTO re:source ensures that all information obtained from laboratories is held in confidence. This includes documents reviewed and findings noted during remote assessments. The only laboratory-specific information that can be shared with the public is that which is available in the Directory of Accredited Laboratories on the AASHTO re:source website. Additional information may be found in the [AASHTO Accreditation Program Procedures Manual](#). AASHTO re:source will not record any audio or video of any portion of the assessment.

The laboratory reserves the right to refuse to perform any actions that violate their organizational, local, or national safety policies or regulations during any portion of the remote assessment.