

Summary of changes to the 2016 version of the AAP Procedures Manual

1. The terms “hot-mix asphalt” and “metals” were changed to “asphalt mixtures” and “iron and steel” throughout the document. These changes have also been made to the Directory of AASHTO Accredited Testing and Inspection Agencies.
2. Pavement preservation (slurry seal systems and micro-surfacing) was added to the scope of accreditation services provided.
3. Section 2 was updated to indicate that the AAP can still accredit for withdrawn standards provided that they are still commonly used in the industry even if the standards development organizations (SDOs) no longer maintain current versions of the standards. This sometimes occurs when SDOs do not update a standard in accordance with their procedures. This has occurred most recently with ASTM C1252, D421, and D422.
4. Section 2 was updated to include more details on the extension of accreditation to temporary site facilities.
5. Section 3.2 was updated to include information about fees charged when an assessment has been postponed.
6. Section 3.4 was updated to clarify shared personnel and how the AAP handles conflicting standard requirements as they pertain to personnel requirements.
7. A statement was added to Section 3.8 to make it clear that the AAP will divulge confidential information if it is a court-ordered requirement. This addition is provided only to ensure that our customers are aware of this possibility.
8. A new section 3.9 was added to explain how the AAP handles a change in ownership of a laboratory.
9. Section 4.2 was updated to remove the phrase about the preliminary report being signed. The AASHTO resource captures the information regarding the attendees of the close-out meeting, but there is no need to have a signed preliminary report.
10. Section 4.4.4 was updated to be more specific on the acceptability of corrective actions.
11. Section 4.6.1 was updated to more accurately describe the reasons for suspension and when the suspension can be removed from the directory of accredited labs. The statement about the laboratory not being able to use the AAP logo during suspension was also removed. That is not necessary for a suspension, and the publicity policies are already included in Section 8.
12. Section 4.6.2 and Section 9.9 were updated to allow laboratories to dispose of the certificates instead of returning them once they are no longer accredited.
13. Section 4.6.2 was updated to clarify that revocations are typically programmatic decisions rather than special ATG-approved decisions. It is not uncommon to revoke an entire accreditation or individual test methods because a laboratory has not resolved the issues cited in their suspension notices by the deadline.
14. Section 4.6.2 was updated to clarify that specifiers will be notified if accreditation is revoked because of falsified documentation or other fraud-related issues.
15. Section 4.8 was modified to include a “whistle-blower” policy. The AAP will follow the ATG-approval process before taking any action if contacted by a staff member of a

laboratory that conflicted with information provided by the management of the laboratory in question.

16. A new section 6 was added to describe the right of refusal of service. There are times when it is appropriate to protect the integrity of the program or the safety of the employees by refusing service to certain customers.
17. All instances of the Criteria Compliance Document (CCD) have been replaced with the new Annual Review Form.
18. Section 4.2 was modified to encompass the use of assessors who are not full-time employees of AASHTO re:source or CCRL. The requirement of maintaining no conflict of interests has been maintained.
19. Other minor editorial changes have been made to make the document easier to read.