



## AASHTO ACCREDITATION PROGRAM (AAP)

### *Change in Personnel Form*

This form is to be completed by laboratories when there is a change in managerial or supervisory personnel. Once completed, the form shall be emailed along with all relevant attachments to the state Quality Analyst assigned to the laboratory or to [aap@ashtoresource.org](mailto:aap@ashtoresource.org). If there are situations in which personnel work at locations other than the laboratory location, the **Multi-Site or Off-Site Personnel Form** shall be included with this form.

#### Step 1. Review of Laboratory Contact Information

Please review the information on your laboratory's account on the AASHTO re:source website. Pay attention to the addresses, contacts, phone numbers, email addresses, website address, and login information that you use to access your account. If you notice that anything is not correct, please make the updates on the website. If there are any items that you cannot change on your own, please contact your Quality Analyst or [info@ashtoresource.org](mailto:info@ashtoresource.org). This is also a good time to make sure that you have established two contacts for accreditation notifications. Note: The primary and secondary contacts will receive all accreditation-related emails.

By entering your name, you agree that you have reviewed the information regarding your laboratory's account and either confirmed that it is accurate or have notified our office to make the appropriate changes:

Signature of Technical Director:		Date:	
----------------------------------	--	-------	--

#### Step 2. Managerial Personnel

Please identify the Technical Director or Manager of Inspection / Testing Services. If this individual is a professional engineer, you must enter the information regarding the license. A biographical sketch for the Managers of Inspection / Testing Services is required to be included with the submittal of this form.

Technical Director:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
PE license / State*:		Expiration Date:	

\* If applicable: The Technical Director is required to hold a valid PE license for accreditation of certain standards.

Is this person a full-time employee at this laboratory location?	
--	--

If this person is responsible for the technical oversight of multiple locations or is not exclusively stationed at this location, please complete, and submit the **Multi-Site or Off-Site Personnel Form**.

### Step 3. Supervisory Personnel

Please identify the name(s) of Supervisory Personnel and their respective scope(s) of testing. Please include copies of any applicable certifications.

Name:			
Position Title:		Years of Experience:	
Email Address:		Phone Number:	
Scope of Supervision:			

Is this person a full-time employee at this laboratory location?	
--	--

If this person supervises staff over multiple locations or is not exclusively stationed at this location, please complete and submit a copy of submit the **Multi-Site or Off-Site Personnel Form**.

### Step 4. Organizational Chart

Please attach an updated copy of your organizational chart along with this form. Be sure that it is current and includes the names and positions of all technical operational personnel.

### Step 5. Rights and Responsibilities

The AASHTO Accreditation Program publishes its Procedures Manual. This document describes the program's requirements and your laboratory's responsibilities. The following list summarizes some of the key components of your laboratory's rights, responsibilities, and requirements. By entering your name at the end of this document and submitting this form, you certify that you have read and agree to comply with items 1 through 13 listed below.

To become accredited and maintain accreditation, you must agree to comply with the following:

1. The laboratory must complete this document, sign, and return it to AASHTO re:source along with required documentation.
2. The laboratory must comply with the requirements for accreditation, including those set forth in this document and the AAP Procedures Manual.
3. The laboratory must notify AASHTO re:source in writing within 60 days of any major change which may affect the scope of the laboratory's accreditation. Major changes include, but are not limited to, changes in the laboratory's quality system, changes in the capability to perform tests for which the laboratory is accredited, changes in ownership, change of location (for permanent and temporary facilities), changes in managerial personnel, or changes to the facilities.

By entering my name, I certify that I have read and agree to comply with items 1 through 3 listed above.

Signature of Technical Director:		Date:	
----------------------------------	--	-------	--

### Summary of documents that are required to be included along with this form:

- The biographical sketch for the Technical Manager
- The organizational chart showing personnel names, titles, and lines of authority
- A completed Multi-Site or Off-Site Personnel Form (if applicable)