

### Laboratory Assessment Preparation List

**General Assessment Guidance:** This document is intended to provide guidance for laboratories preparing for an AASHTO re:source On-Site Laboratory Assessment, specifically with regard to the availability of documentation required by AASHTO R18 “Establishing and Implementing a Quality Management System for Construction Materials Testing Laboratories”. Preparing for the assessment will improve the efficiency, productivity, and benefit of the assessment for the laboratory.

This document does not address all of the apparatus and procedural requirements which may be evaluated during the assessment. Please consult AASHTO R18 or the applicable ASTM standard for specific requirements. Please contact us at (240) 436-4900 if your laboratory has additional questions with regard to preparing for the On-Site Assessment.

<b>Quality System Assessment Preparation</b>	
<b>Quality Management System</b>	Have your laboratory’s quality management system updated to conform with the current requirements of AASHTO R18 and available for review. Have the current version of R18 available to access.
<b>Measurement Standards</b>	If using measurement standards (other than a reference thermometer), verify that the calibrating agency is a national metrology institute, an agency with a current verifiable certificate of measurement traceability issued by the NIST Office of Weights and Measures, is ISO 17025 accredited, <b>OR</b> the manufacturer performs proprietary calibrations for equipment that they produce. If using a reference thermometer, have the ISO 17025 certificate available from the agency that calibrated the reference thermometer. Refer to the agency’s accreditation listing to verify that they are accredited for thermodynamic calibrations in the range of use for the equipment being calibrated. See the document <b>“AASHTO Accreditation Policy and Guidance on Thermometer Selection and Records”</b> in the re:University Document Library for more information on thermometer requirements. <a href="http://aashtoresource.org/university/document-library">http://aashtoresource.org/university/document-library</a>
<b>Equipment Records</b>	Have the past five years of calibration, standardization, check, and maintenance records available for all equipment applicable to the scope of the assessment.
<b>Proficiency Sample Records</b>	Have the past five years of final results and corrective action letters available for all samples within the scope of proficiency sample participation.
<b>Technician Training and Evaluation Records</b>	Have the past five years of training and competency evaluation records available for all technicians who participated in demonstrating tests during the assessment. Testing must be demonstrated by the personnel that typically perform the testing at this location. All personnel demonstrating testing should have an initial training record and a current competency evaluation record for each test method that person will be demonstrating
<b>Internal Quality System Reviews Records</b>	Have the past five years of internal quality system reviews available for evaluation.
<b>Management Review Records</b>	Have the past five years of management reviews available for evaluation.
<b>ASTM Quality Standards</b>	<b>See page 2 for more information</b>

Quality System Assessment Preparation (continued)	
<b>ASTM Quality Standards</b>	Have your laboratory's quality management system updated to conform with the current requirements of the applicable ASTM Quality Standards (C1077, D3666, D3740, and/or E329) and available for review. Have personnel certifications related to these standards available for review. Sending the personnel certifications to your assessor by email prior to the assessment can facilitate the review process.
<b>ASTM C1077</b>	To qualify for ASTM C1077 (Aggregate), demonstration of ASTM test methods C117, C127, C128, and C136 are required during the assessment. Have the most current version of C1077 available.
<b>ASTM D3666</b>	To qualify for ASTM D3666, demonstration of at least three ASTM test methods for each requested D3666 scope is required during the assessment. Have the most current version of D3666 available.
<b>ASTM D3740</b>	To qualify for ASTM D3740, demonstration of five ASTM soil and/or rock test methods is required during the assessment. Have the most current version of D3740 available.
<b>ASTM E329</b>	<p><u>To qualify for ASTM E329</u> - demonstration of at least one ASTM quality system requirement (ASTM C1077, ASTM D3666, or ASTM D3740) is required. Have the most current version of E329 available.</p> <p><u>To qualify for ASTM E329 for Sprayed Fire-Resistive Materials only</u> - at least one SFRM test must be demonstrated; an additional quality system is not required.</p> <p><u>To qualify for ASTM E329 Steel Inspection</u> – demonstration of F3125 Rotational Capacity (aka Skidmore test) is required. The laboratory must possess the equipment and current versions of the applicable documents listed in E329.</p>

