

Please submit the following documents and records to the Pre-Assessment page for review. The remote assessment will not be scheduled until all the documents and records are submitted.

NOTE – The policies and procedures may be submitted as the entirety of the quality manual, or as individual documents.

1. The current and complete quality management system (quality manual), containing written policies and procedures conforming to the requirements in AASHTO R 18.
2. Current organizational chart.
3. The name of the Laboratory Manager / Technical Director (however named) with overall responsibility for the technical operations of the laboratory (R 18, Section 5.4.3).
4. Evidence that the Laboratory Manager / Technical Director (however named) is one for the following (AAP Procedures Manual, Section 3.4.1):
 - a. A registered professional engineer, or
 - b. a person with equivalent science-oriented education or experience approved by the Administrative Task Group (ATG).
5. The name of the individual nominated to serve in the absence of the Laboratory Manager / Technical Director (however named) (R 18, Section 5.4.3).
6. The name of the person responsible for determining if the quality management system activities are being implemented by laboratory staff (R 18, Section 5.4.4).
7. Biographical sketches (resumes / CVs) for each supervisory technical staff member (R 18, Section 5.4.2).
8. Records of raining and/or competency evaluation for all laboratory supervisors and technicians (R 18, Section 5.5).
9. Records of internal audits (R 18, Section 5.6).
10. Records of management reviews (R 18, Section 5.7).
11. Equipment inventory (R 18, Section 6.1.1).
12. Equipment calibrations, standardizations, checks, and maintenance list(s) (R 18, Section 6.1.2).

13. Written procedures for all in-house equipment calibrations, standardizations, checks, and maintenance (R 18, Section 6.5) for each piece of equipment required for the test methods requested.
14. Records of equipment calibration, standardization, or check (R 18, Section 6.5) for each piece of equipment required for the test methods requested. See tables below.
15. Test reports for each test method requested (R 18, Section 6.7).

General Testing Equipment

For more information, see AASHTO R 18 Table A.1

Test Method	Designation(s)	Equipment Records Needed For:
<i>Where Applicable</i>	<i>Where Applicable</i>	Mechanical shakers
<i>Where Applicable</i>	<i>Where Applicable</i>	Ovens
<i>Where Applicable</i>	<i>Where Applicable</i>	Coarse sieves
<i>Where Applicable</i>	<i>Where Applicable</i>	Fine sieves
<i>Where Applicable</i>	<i>Where Applicable</i>	General purpose balances
<i>Where Applicable</i>	<i>Where Applicable</i>	Analytical balances (if applicable)
<i>Where Applicable</i>	<i>Where Applicable</i>	Thermometers
<i>Where Applicable</i>	<i>Where Applicable</i>	Calipers
<i>Where Applicable</i>	<i>Where Applicable</i>	Vacuum / pressure measurement devices
<i>Where Applicable</i>	<i>Where Applicable</i>	Variable length measurement devices
<i>Where Applicable</i>	<i>Where Applicable</i>	Compression, loading, or tensile testing devices

Aggregate Testing Equipment

For more information, see AASHTO R 18 Table A.2

Test Method	Designation(s)	Equipment Records Needed For:
Unit Weight	AASHTO T 19 / ASTM C29	Unit weight measures
Sulfate Soundness	AASHTO T 104 / ASTM C88	Sulfate soundness ovens Sulfate soundness sample containers
LA Abrasion	AASHTO T 96 / ASTM C131	LA machines Steel spheres
Fine Aggregate Specific Gravity	AASHTO T 84 / ASTM C128	Conical molds Tampers Specific gravity flasks
Sand Equivalent	AASHTO T 176 / ASTM D2419	Weighted foot assemblies
Uncompacted Void Content	AASHTO T 304 / ASTM C1252	Uncompacted void measures

Asphalt Binder / Cutback Asphalt / Emulsified Asphalt Testing Equipment

For more information, see AASHTO R 18 Table A.3

Test Method	Designation(s)	Equipment Records Needed For:
Saybolt Viscosity	AASHTO T 59 / ASTM D244	Saybolt viscometers
Sweep Test	ASTM D7000	Brush holders and brushes Nylon strips
Abson Recovery	AASHTO R 59 / ASTM D1856	Flow meters
Pressurized Aging Vessel (PAV)	AASHTO R 28 / ASTM D6521	Pressurized aging vessels Vacuum ovens (D6521 only)
Cleveland Flash (COC)	AASHTO T 48 / ASTM D92	Flash cups
Penetration	AASHTO T 49 / ASTM D5	Timing devices Penetrometer needles Penetrometers
Float Test	AASHTO T 50 / ASTM D139	Collars Floats
Ductility	AASHTO T 51 / ASTM D113	Ductility machines Molds
Softening Point	AASHTO T 53 / ASTM D36	Brass rings and assemblies
Tag Flash	AASHTO T 79 / ASTM D3143	Flash cups
Thin-Film Oven Test	AASHTO T 179 / ASTM D1754	Shelves
Kinematic Viscosity	AASHTO T201 / ASTM D2170	Timing devices
Absolute Viscosity	AASHTO T 202 / ASTM D2171	Timing devices Vacuum system
Density (Pycnometer Method)	AASHTO T 228 / ASTM D70	Pycnometers
Rolling Thin-Film Oven Test	AASHTO T 240 / ASTM D2872	Carriages Flow meters
Force Ductility	AASHTO T 300	Ductility machines Molds
Elastic Recovery	AASHTO T 301 / ASTM D6084	Ductility machines Molds
Bending Beam Rheometer (BBR)	AASHTO T 313 / ASTM D6648	Bending beam rheometers
Direct Tension	AASHTO T 314 / ASTM D6723	Load cell Displacement transducer Elongation rate
Dynamic Shear Rheometer (DSR)	AASHTO T 315 / ASTM D7175	Dynamic shear rheometers Portable thermometers
Rotational Viscometer	AASHTO T 316 / ASTM D4402	Rotational viscometers Temperature controllers

Asphalt Mixtures Testing Equipment

For more information, see AASHTO R 18 Table A.4

Test Method	Designation(s)	Equipment Records Needed For:
Preparation of Asphalt Mixture by Marshall Method	AASHTO R 68 / ASTM D6926	Marshall molds Manual compaction hammers Mechanical compactors (R68 only)
Unconfined Compressive Strength	AASHTO T 167 / ASTM D1074	Plungers
Maximum Specific Gravity (Rice)	AASHTO T 209 / ASTM D2041	Specific gravity flask / pycnometers
Marshall Stability and Flow	AASHTO T 245 / ASTM D6927	Breaking heads Marshall compression machines Length measurement devices
Hveem Method	AASHTO T 246 / ASTM D1560	Followers Calibration cylinders Hveem compression machines Length measurement devices
California Kneading Compactor	AASHTO T 247 / ASTM D1561	California kneading compactors
Tensile Strength Ratio (TSR)	AASHTO T 283 / ASTM D3867	TSR compression machines Length measurement devices
Asphalt Content by Ignition Oven	AASHTO T 308 / ASTM D6307	Ignition oven internal balances
Gyratory Compactor	AASHTO T 312 / ASTM D6925	Gyratory compactors Molds, ram face, and base plate faces
Hamburg Wheel Track Tester	AASHTO T 324	Length measurement devices
Bulk Specific Gravity Using the Automatic Vacuum-Sealing Method	AASHTO T 331 / ASTM D6752	Vacuum measurement gauge

Soil Testing Equipment

For more information, see AASHTO R 18 Table A.5

Test Method	Designation(s)	Equipment Records Needed For:
Particle Size Analysis (Hydrometer)	AASHTO T 88 / ASTM D422	Hydrometers
Liquid Limit	AASHTO T 89 / ASTM D4318	Liquid limit devices Grooving tools
Moisture-Density (Standard Proctor)	AASHTO T 99 / ASTM D698	Manual hammers Mechanical hammers 4-in. and 6-in. molds Straightedges
Specific Gravity	AASHTO T 100 / ASTM D854	Specific gravity flasks
Moisture-Density (Modified Proctor)	AASHTO T 180 / ASTM D1557	Manual hammers Mechanical hammers 4-in. and 6-in. molds Straightedges
Resistance R-Value	AASHTO T 190 / ASTM D2844	California kneading compactors R-value molds Standard metal specimens Metal followers

		R-value compression machines
California Bearing Ratio (CBR)	AASHTO T 193 / ASTM D1883	CBR molds Penetration pistons Annular and slotted weights CBR compression machines Length measurement devices
Unconfined Compressive Strength	AASHTO T 208 / ASTM D2166	Unconfined compression machines Length measurement devices
One-Dimensional Consolidation	AASHTO T 216 / ASTM D2435	Consolidometers Consolidometer deflection Length measurement devices
Direct Shear	AASHTO T 236 / ASTM D3080	Compression machines Length measurement devices
Unconsolidated Undrained Triaxial Compression (UU)	AASHTO T 296 / ASTM D2850	UU compression machines Length measurement devices Pressure transducers
Consolidated Undrained Triaxial Compression (CU)	AASHTO T 297 / ASTM D4767	CU compression machines Length measurement devices Pressure transducers
Maximum Index Density by Vibratory Table	ASTM D4253	Density molds
Minimum Index Density	ASTM D4254	Density molds
One-Dimensional Swell or Collapse	ASTM D4546	Consolidometers Consolidometer deflection Length measurement devices
Expansion Index of Soils	ASTM D4829	Vertical load Molds Length measurement devices
Flexible Wall Permeameter	ASTM D5084	Pressure transducers

Equipment Maintenance

For more information, see AASHTO R 18 Table A.9

Test Method	Designation(s)	Equipment Records Needed For:
Rolling Thin-Film Oven Test	AASHTO T 240 / ASTM D2872	Rolling thin-film ovens
Marshall Stability and Flow	AASHTO T 245 / ASTM D6927	Mechanical Marshall compactors
Resistance R-Value California Kneading Compactor	AASHTO T 190 / ASTM D2844, AASHTO T 247 / ASTM D1561	California kneading compactors
Gyratory Compaction	AASHTO T 312 / ASTM D6925	Gyratory compactors
Moisture-Density (Standard and Modified)	AASHTO T 99 / ASTM D698, AASHTO T 180 / ASTM D1557	Mechanical compactors
<i>Where Applicable</i>	<i>Where Applicable</i>	Compression, loading, or tensile testing devices
<i>Where Applicable</i>	<i>Where Applicable</i>	Mechanical shakers