

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. Applicable certifications for the Laboratory Supervisor and all Testing Technicians.
NOTE – For more information about technician certifications, please see the [AASHTO Accreditation Policy on Certifications](#).
2. Procedure that ensures competency evaluations are performed at least every 24 months of inspecting or testing technicians and every 36 months for supervising laboratory technicians (Sections 7.2.2 and 7.4.2).
3. Position descriptions for each technical operational position that include supervision exercised and received (Section 9.1.2.2).
4. Procedures regarding internal audits describing the distribution of internal audit reports to management and identifying the location of resulting records (Section 9.1.7).
5. Records illustrating the verification of competency for any external organizations used (Section 10.2.6). This includes any outside calibration services utilized, as well as subcontractor laboratories.