

# ***QUALITY ASSURANCE REVIEW CHECKLIST***

## ***MOR 703      AGGREGATE SOURCE***

**1.00 CERTIFICATION -- SECTIONS 106.03(b)3 AND 703.6(a)** -- All certifications (Form CS-4171) for materials are properly completed and on file.

- A. Each day's shipments of each aggregate size certified to each project shipped.
- B. Aggregate shipped to bituminous and cement plants certified yearly for quality requirements as specified in Section 106.03(b)3 using Form CS-4171 or another acceptable form. [Sect. 703.6(a)]

**2.00 DOCUMENTATION -- POM B/7/15 AND QUALITY CONTROL PLAN** -- Documentation applicable to this operation is current, properly completed and on file.

- A. Required data entered in plant book.
- B. Straight-line charts including action points for critical test values are up to date. (POM B/7/15)
- C. QA, DQA and companion test results are identified and plotted. (POM B/7/15)
- D. Required information is on delivery ticket, Contract Number, SR and Section or PO, County and District, type of aggregate, date, truck number, mass, gross, tare and net weights, lot number, signature of licensed public weigh master or electronic signature if approved on QC Plan. (POM B/7/15)
- E. The Plant Master Diary contained the required information, Plant Inspector keeping, on a daily basis, Form CS-4346 - Items Quantity Book as a Plant Master Diary (in black ink) and shall include the following information: Date, Weather, and Temperature Range, Inspector's Name, Title, Hours Worked, Visitors, Material Tests Performed, Material Deviations, Unusual Occurrences, Comments Concerning Plant Operations, Conditions, Record Keeping and the Inspector's Signature. (POM B/7/15)

**3.00 SAFETY -- SECTION 107.08** -- Operation conducted in a safe manner.

- A. Plant is operating within OSHA requirements. [Sect.107.08]
- B. Personnel are complying with all safety regulations. [Sect. 107.08]

**4.00 TECHNICIAN/TESTER -- SECTIONS 703.1(b)1 AND 703.2(b)1** -- Personnel are PENNDOT Certified Aggregate Technicians and perform tests in accordance with the appropriate PTM.

- A. Follows sampling procedures. [Sect.703.2(b)]
- B. Follows testing procedures. [Sect. 107.2(b)]

**5.00 QUALITY CONTROL PLAN -- POM B/7/14 AND SECTION 703** -- The Quality Control Plan was reviewed by DME and meets the minimum requirements: One sample daily for 1<sup>st</sup> 500 tons and one sample for each additional 1,000 tons.

- A. Testing frequencies meet minimum requirements. [Sect. 703.5, POM B/7/13 AND B/7/14]
- B. Equipment calibrated as per requirements. [Sect. 703.2(b)1]
- C. Approved copy in plant files. (POM B/7/15)

**6.00 SOURCE COMPLIANCE -- POM, BULLETIN 14 AND SECTION 703.5(b)1** -- The source meets requirements of Bulletin 14 and Section 703 and approved by the DME.

- A. Approval Form 430A on file. (POM B/7/15)
- B. Source material requalification samples obtained every other year. (Bulletin 14 Part 4 Sect. 3)
- C. Processing and stocking procedures are acceptable.
- D. Scales are being maintained and are certified annually. [Sect. 703.5(c)]
- E. Testing laboratory equipped as specified in Bulletin 14.
- F. Department stockpiles are properly identified, at minimum, the respective grading - AASHTO or PennDOT. (POM B/7/14)

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**7.00 WEIGHMASTER -- SECTION 703.5(c)** -- Licensed public weighmaster verifies exact weights and signs tickets.

- A. Current license is available. [POM B/7/2 & Sect.703.5(c)]
- B. All delivery tickets are being signed or Electronic Identification. (POM B/7/2-1)
- C. Tare weights are performed daily on all trucks. [Sect. 703.5(c) & POM B/7/2]
- D. The Weighmaster's name & license number provided on the Delivery Ticket. (POM B/7/2-1)

**8.00 SAMPLING -- PTM 607, AASHTO T 2, POM B/7/13, B/7/14 & B/7/16** -- Sampling conducted as per PTM.

- A. Mini stockpiles properly constructed.
- B. Samples being lifted from random locations.
- C. Stockpiles were properly sampled.
- D. All District Verification Samples performed properly and on equipment provided for Department use.

**9.00 GRADATIONS -- PTM 616 AND AASHTO T 27** -- Test method conducted as per PTM and AASHTO.

- A. Proper sample size used. (AASHTO T-27, PTM 616)
- B. Equipment in good working order. [Sect. 703.1(b)]
- C. Calculations properly performed. (AASHTO T-27, PTM 616)
- D. Samples properly prepared. (AASHTO T-27, PTM 616)
- E. Reference to PTM's available.
- F. Proper procedures followed. (AASHTO T-27, PTM 616)
- G. Proper breaker screens used to prevent screen overloading.
- H. Shaker calibrated in accordance with F.A. section of PTM 608.

**10.00 MATERIAL FINER THAN THE #200 SIEVE -- PTM 100 AND AASHTO T 11** -- Test method conducted in accordance with PTM.

- A. Proper sample size used. (AASHTO T-11, PTM 100)
- B. Equipment in good working order. [Sect.703.1(b)]
- C. Calculations properly performed. (AASHTO T-11, PTM 100)
- D. Samples properly prepared. (AASHTO T-11, PTM 100)
- E. Reference to PTM available.
- F. Proper procedures followed. (AASHTO T-11, PTM 100)

**11.00 MOISTURE TEST -- PTM 513 AND AASHTO T 255** -- Test method conducted in accordance with PTM.

- A. Proper sample size used. (PTM 513)
- B. Equipment in good working order. [Sect. 703.1(b)]
- C. Calculations properly performed. (PTM 513)
- D. Samples properly prepared. (PTM 513)
- E. Reference to PTM available.
- F. Proper procedures followed. (PTM 513)

**12.00 CRUSH COUNT -- ASTM D 5821** -- Test method conducted in accordance with ASTM.

- A. Proper sample size used. (ASTM D 5821)
- B. Equipment in good working order. [Sect. 703.1(b)]
- C. Calculations properly performed. (ASTM D 5821)
- D. Samples properly prepared. (ASTM D 5821)
- E. Reference to PTM available.
- F. Proper procedures followed. (ASTM D 5821)

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### **13.00 UNIT WEIGHT -- AASHTO T 19 --** Test method conducted in accordance with AASHTO.

- A. Proper sample size used. (AASHTO T-19)
- B. Equipment in good working order. [Sect. 703.1(b)]
- C. Calculations properly performed. (AASHTO T-19)
- D. Samples properly prepared. (AASHTO T-19)
- E. Reference to PTM available.
- F. Proper procedures followed. (AASHTO T-19)
- G. Unit Weight tested twice a year or as required according to approved Quality Control Plan. (POM B/7/14-1)

### **50.00 DQA REVIEWS -- POM B/7/16 --** District conducting DQA reviews in accordance with the minimum requirements.

- A. One visit per month to each source shipping a minimum of 10,000 tons per size of aggregate for Department use. (POM B/7/16)
- B. One visit for each 30 days of shipping for Department use for sources shipping less than 10,000 tons each month. (POM B/7/16)
- C. District Quality Assurance checklist findings and corrective actions documented in the Plant Master Diary and filed with plant records. (POM B/7/16)
- D. District Verification sample test results are entered on the straight-line analysis charts. (POM B/7/16)
- E. Follow-up reviews being performed. (POM B/7/16)