

Guidelines for accepting corrections from a laboratory:

All corrections sent in response to deficiencies reported during inspection must include adequate proof that the issue has been resolved in order to be added to the report. For corrections to be included in the final report they must be received before the report is written. Laboratories stating they ordered an apparatus or they calibrated their equipment is not proof that it has been done. Corrections should include the inspection number, the name of the laboratory and "Corrections" in the title. After the report is written, corrections will be kept in the labs folder. Laboratories requiring more time to send in their corrections must contact the CCRL Director or his designee before the date set by the inspector to request an extension.

The following is a list of acceptable corrections:

Quality System Footnote:

Missing document

Missing information in a document

Equipment not calibrated/verified

Calibration/verification frequency

No calibration/verification records

Not participating in PSP program

Missing personnel certification

Chemical component qualification

Max difference between duplicates or
Max difference between average of
duplicates & SRM value exceeds tolerance

Less than 77% of tests within tolerance

If not testing SRM's in duplicate

Re-qualification of operator/analyst
not performed/proper frequency

Equipment Footnote:

Missing equipment (not owned by lab)
(e.g. temperature recorder, metal thermometer)

Missing equipment (owned by lab)
(e.g. unit weight measure, air meter)

Damaged/Out of spec equipment

Correction:

-Copy of drafted procedure/document

-Copy of drafted document including necessary info

-Copies of calibration records including all criteria

-Copies of calibration records including all criteria

-Copies of calibration records including all criteria

-Copy of letter acknowledging enrollment in program

-Obtain full required certification, copy of certificate

-Copy of qualification of enough SRM's to raise the
percentage to 77% or above within tolerance

-Copy of qualification of enough SRM's to raise the
percentage to 77% or above within tolerance

-Copy of qualification based on second set of SRM
data

-Copy of recent re-qualification submitted

-Proof of purchase, receipt

-Picture of piece of equipment with lab in background,
or proof of new purchase, receipt

-Proof of purchase, receipt for fixing the item

(e.g. retaining rings, capping stand)	item
Equipment needs modification (e.g. padding for shipping containers)	-Proof of purchased parts, receipt, picture of correction
Compression machine indication out	-Re-calibrate, copy of calibration sheet from calibrator
Balance/Scale accuracy out	-Re-calibrate, copy of calibration sheet from calibrator
Calibration/verification not performed (e.g. test of sulfur, aggregate correction factor, testing of standard sand)	-Copy of Results from calibration/verification
Pad usage not being monitored	-(At time of inspection pads are discarded and a new record is started recording the number of uses) Copy of at least one week of usage records

Corrections not accepted:

Moist room/water storage tank temperatures out of range
Procedural mistakes

Corrections will not be accepted for temperatures and humidities that are out of range. However, it can be mentioned, with proof of purchase, if the laboratory purchases water storage tank heaters or similar items that may correct their deficiency. Corrections can not be made to procedural mistakes. Procedural corrections sent in will be passed along to the AASHTO Accreditation Program. AAP will accept a copy of training records for the individual who performed the procedure incorrectly. The training should cover the test methods where the deficiency occurred and be conducted/observed by any supervising personal.