HOT-MIX ASPHALT QC/QA CONFERENCE AGENDA			Revised 01-05-2012
The items in the following agenda are minimum requirements that should be covered during the conference. The agenda may be used as is or as a base to develop a customized agenda.			
Project Number:		Resident Engineer:	
Project Code (SA):		Project Engineer:	
Location:		Contractor:	
Date:		Superintendent:	
Time:		Foreman:	
I. Attendance Roster			
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

I. Attendance Roster (continued)

Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	
Name:		Office Number:	
Representing:		Fax Number:	
Street Address:		Cell Number:	
City, State, Zip:		E-Mail Address:	

II. Project Organization and Status

A. Colorado Department of Transportation Personnel:

1. Project Engineer:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

2. Assistant-in-Charge (when personnel identified in A.1 is not present):

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

3. Project Acceptance Tester:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

4. Head Tester:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

5. Other:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

B. Contractor Personnel:

1. Superintendent:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

2. Process Control Supervisor:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

3. Process Control Tester:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

4. Other:

Name/Title:		Fax Number:	
Office Number:		Home Number:	
Mobile Number:		E-Mail Address:	

C. Distribution of Section 105 and Section 106 of the *Standard Specifications*:

A minimum of the following personnel should have a copy of Section 105 and Section 106 of the Standard Specifications*:*

Personnel Title	Yes	No
Project Engineer		
Project Acceptance Tester		
Head Tester		
Superintendent		
Process Control Supervisor		
Process Control Tester		

D. Distribution of QC/QA Software: **Name:** **Version:**

A minimum of the following personnel should have a copy of the QC/QA software:

Personnel Title	Yes	No
Project Acceptance Tester		
Head Tester		
Process Control Tester		

III. Process Control Testing

A. Quality Control Plan (QCP):	**Yes**	**No**
Has QCP been approved in writing by the Project Engineer?		
Comments:		

B. Sampling Frequency:	Yes	No
Does QCP meet minimum random sampling frequency (Table 106-1 of the *Standard Special Provisions*)?		
Comments:		

C. Test Result Chart: Posting Location:	Yes	No
Is the Test Result Chart for each process with tonnage and tolerance limits posted daily at a location convenient for viewing by the Project Engineer?		
Comments:		

D. Quality Level Chart: Posting Location:	Yes	No
Is the Quality Level Chart for each element in Table 106-1 of the *Standard Special Provisions* posted daily at a location convenient for viewing by the Project Engineer?		
Comments:		

E. Process Control Supervisor:	Yes	No
1. Is the Process Control Supervisor for process control sampling and testing identified in the QCP?		
2. Does the Process Control Supervisor possess one or both of the following qualifications?		
a. Registration as a Professional Engineer in the State of Colorado?		
b. Level A, B, and C certifications from the Laboratory for Certification of Asphalt Technicians (LABCAT)?		
Comments:		

F. Technicians:	Yes	No
Do technicians taking samples and performing tests possess all of the following qualifications?		
1. Technicians taking samples and conducting compaction tests have Level A LABCAT certification?		
2. Technicians conducting process control tests have Level B LABCAT certification?		
3. Technicians determining mix volumetrics and strength characteristics have Level C LABCAT certification?		
Comments:		

G. Process Control Test Report:

The Contractor will report the results of the process control tests to the Project Engineer in writing at least once per day. Describe where and when this will be performed:

IV. Acceptance Testing

Samples for CDOT acceptance testing shall be taken by the Contractor and, when appropriate, shall be reduced to the size designated by the Project Engineer. Comments:

V. Check Testing Program

A. Check Testing:

Prior to, or in conjunction with, placing the first 500 tons of Hot-Mix Asphalt, a Check Testing Program will be conducted between acceptance testing and process control testing, per subsection 106.05 (c) of the *Standard Specifications*, and compared to the acceptable limits shown in Column 3 of Table 106-1 of the *Standard Special Provisions*. Comments:

B. Split Samples:

During production, split samples of randomly selected acceptance tests will be compared to the permissible ranges shown in Table 106-1 of the *Standard Specifications*. The minimum frequency will be as shown in Table 106-1 of the *Standard Special Provisions*. Comments:

Additional Items to Discuss and Clarify:

1. Asphalt Mix Dispute Lab (per CP 17)? (i.e. Who will be the 3rd party, independent testing lab for dispute resolution?)
2. Dispute Split Sampling Requirements (CP 17).
3. CP 17 Levels 1, 2, and 3 Dispute Resolution Process.

C. Additional Check Testing:

If production is suspended and then resumed, the Project Engineer may order a Check Testing Program between process control and acceptance testing personnel to assure the test results are within the permissible ranges. Comments:

VI. Voids in Mineral Aggregate (VMA)

A. Target Values:

After the mix design has been approved and production has commenced, the first three acceptance tests for VMA will be analyzed to verify and establish a target value for VMA. The target value for VMA will be the average of the first three volumetric field test results on project-produced Hot-Mix Asphalt or the target value specified in Table 403-2 of the *Standard Special Provisions*, whichever is higher. Comments:

B. New or Revised Mix Design:

Whenever a new or revised mix design is used and production resumes, the next three acceptance tests will be evaluated and a new target value for VMA will be established. Comments:

VII. Testing Schedule

Process control, project acceptance testing, and check testing frequencies shall be in accordance with Table 106-1 of the *Standard Special Provisions*. Comments:

VIII. Reference Conditions

A "Condition Red" reference condition requires the Contractor to be immediately notified as per subsection 106.05 (d)(2) of the *Standard Special Provisions*. The minimum testing frequency will be increased to 1/250 tons until the Quality Level reaches or exceeds 78. If the Quality Level for the next five process control tests is below 65, production will be suspended. Subsection 106.05 (d)(2) of the *Standard Special Provisions* outlines steps the Contractor must take to resume production and the testing to be performed when production is resumed. Comments:

IX. Lottman Retesting Method

Per *Standard Special Provision – Revision of Section 401 Plant-Mix Pavements–General*, the Project Engineer will designate the method for Lottman retesting from the following methods before paving begins:	Yes	No
1. Pavement samples for possible moisture susceptibility testing will be taken at a frequency of every 2,000 tons throughout the project (i.e. retained samples during production).		

Comments:

X. Field Quality Control of Binder

	Yes	No
Has the Contractor submitted the Contractor's Binder Field Quality Plan to ensure compliance with the requirements of *CP 11, Section 14 – Certifying Suppliers Providing Performance Graded Binders*?		

Comments: