

CALIFORNIA COUNCIL OF TESTING & INSPECTION AGENCIES

Laboratory Evaluation ASTM E329 E543 and D3740

Company Name:	Company Address:
Telephone No.:	
Completed by:	Signature:

1.00 Quality Assurance Organization	Ref	Yes	No	N/A	Comments
1.1 Is there a Quality Assurance Manual that meets requirements for documentation of a comprehensive quality system?					
1.2 Does the staff have access to the Quality Assurance Manual?					
1.3 Are the organizational structure, responsibilities and authority of management personnel documented (e.g. organizational chart, job description, etc.) ?	6.2.4				
1.4 The agency shall be legally identifiable. It shall be organized and shall operate in such a way that its permanent temporary, and mobile facilities meet the requirements this standard.	6.1				
1.5 Does the agency have managerial staff with authority and resources needed to discharge their duties?	6.2.1				
1.6 Does the agency have arrangements to ensure that its personnel are free from any commercial, financial, and other pressures that might adversely affect the quality of their work?	6.2.2				
1.7 Does the agency provide supervision by persons qualified to perform the inspections and tests and to implement relevant procedures?	6.2.5				
1.8 Does the agency have a technical manager (however named) who has overall responsibility for the technical operations?	6.2.6				
1.9 Does the agency have a quality manager (however named) who has the responsibility for the quality system and its implementation?	6.2.7				
1.10 Does the quality manager have direct access to the highest level of management at which decisions are made?	6.2.7				
1.11 Have deputies been nominated in case of the technical or quality manager absence?	6.2.8				

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1.12 Does the agency have documented policy and procedures to ensure the protection of clients' confidential information and proprietary rights?	6.2.9				
1.13 Does the agency participate in inter-laboratory comparisons and proficiency testing programs?	6.2.10				
1.14 Does the agency review the quality system at least annually or whenever a technical complaint casts doubt on the quality of work?					

2.00 Personnel	Ref	Yes	NO	N/A	Comments
2.1 Does the agency have sufficient personnel having the necessary education, training, technical knowledge, certification and experience for the assigned functions?	7.1				
2.2 How does the agency ensure that the training of its personnel is kept up-to-date?	7.1.1				
2.3 Does the agency maintain records of relevant certifications, qualifications, training, skills and experience of the technical staff?	7.1.2				
2.4 Is the agency directed by an individual charged with the engineering managerial responsibility?	7.2.1				
2.5 Does the individual mentioned above have at least five years of relevant experience and licensed as a professional/registered engineer?	7.2.1				
2.6 Is the individual mentioned above a full-time employee?	7.2.1				
2.7 Does the laboratory supervisor have at least five years of relevant experience?	7.2.2				Three years for concrete laboratory supervisor (14.2.1)
2.8 Has the laboratory supervisor demonstrated their ability to perform and evaluate the tests normally stipulated by ASTM test procedures?	7.2.2				ACI Laboratory Testing Tech Gr. II or NICET Level III
2.9 Does the field supervisor have at least five years of relevant experience?	7.2.3				Three years for concrete field supervisor (14.2.1)
2.10 Has the field supervisor demonstrated their ability to perform and evaluate the inspection or tests results in terms of specification compliance?	7.2.3				ACI Field Gr I ICBO Reinforced Conc. Inspector NICET III AWS CWI ASNT II
2.11 How has the Inspector or Technician demonstrated competence for the tests or inspections, which is being conducted?	7.2.4				

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3.00 Equipment	Ref	Yes	No	N/A	Comments
3.1 Does the agency have documented procedures for the maintenance of all equipment? Does it include a schedule of maintenance?	8.2				
3.2 Do procedures exist for reporting the overloading or mishandling of equipment?	8.2.1				
3.3 Does the above procedure exercise examination of previous testing & inspections for effects of the defect?	8.2.1.1				
3.4 Does all equipment requiring calibration been appropriately labeled, marked or otherwise identified to indicate its calibration status?	8.3				
3.5 Does all relevant equipment have records indicating the following:	8.4				
a) The name of the item of equipment					
b) Manufactures name, type & serial number					
c) Date received and date put in service					
d) Condition when received					
e) Manufacturers instructions					
f) Details of maintenance carried out to date					
g) Dates and results of calibrations					
h) Date of next calibration					
i) History of any damage, malfunction or repair					
j) Current location					
4.00 Quality System, Audit & Review	Ref	Yes	No	N/A	Comments
4.1 Is there a Quality Assurance Manual that meets requirements for documentation of a comprehensive quality system applicable to the service the agency provides?	9.1				
4.2 Does the staff have access to the Quality Assurance Manual?	9.1				
4.3 Are the agency's policies, objectives and commitment to good practice and quality services documented in the Quality Assurance Manual?	9.1.1				
4.4 Has a quality manager been established within the agency and given responsibility to maintain the Quality Assurance Manual?	9.1.2				
4.5 Does the Quality Assurance Manual clearly define the organizational structure and management of the agency?	9.2.2				
4.6 Are the relations between management, technical operations, support services and the quality system identified?	9.2.3				4

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4.7 Are procedures for control and maintenance of documentation identified?	9.2.4				
4.8 Are job descriptions of key staff included? Has reference to been made to the job descriptions of other staff?	9.2.5				
4.9 Have the agency's approved signatories been identified?	9.2.6				
4.10 Are procedures for achieving traceability of measurements documented?	9.2.7				
4.11 Has the scope of inspection and/or testing services offered by the agency been outlined?	9.2.8				
4.12 Has a method been developed for reviewing new work to ensure that the agency has the capability to provide the required services?	9.2.9				
4.13 Have established test procedures been referenced?	9.2.10				
4.14 Have procedures for handling inspection and test items been documented?	9.2.11				
4.15 Has reference to the equipment and reference measurement standards used been included?	9.2.12				
4.16 Has reference to procedures for calibration, verification and maintenance of equipment been addressed?	9.2.13				
4.17 Have corrective action procedures been established for handling discrepancies or departures from the documented policies and procedures?	9.2.14				
4.18 Has a method for allowing departures from documented policies and procedures, or from standard specifications, been developed for exceptional cases?	9.2.15				
4.20 Have procedures been developed for handling complaints?	9.2.16				
4.21 Have procedures been developed for protecting confidentiality and proprietary rights?	9.2.17				
4.22 Have procedures been developed for audit and review??	9.2.18				
4.23 Has an internal auditing system been established? Are internal audits performed by qualified staff NOT performing the activity being audited?	9.3				
4.24 Have procedures been developed for notifying any client in writing when internal audits cast doubt on the accuracy or validity of the agency's inspections or test results?	9.3.1				

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4.25 Does the agency's management review the adopted quality system at least once a year?	9.4				
4.26 Are all audit and review findings, including corrective actions, properly documented and acted upon in the prescribed timeframe?	9.5				
4.27 Has a system of quality control checks been established, performed and reviewed?	9.6				
5.00 Responsibilities & Duties	Ref	Yes	No	N/A	Comments
5.1 How does the agency ensure that it performs only tests and inspections, for which it is adequately equipped and staffed, and that its employees perform only the tests and inspections, for which they are adequately trained?	10.1				
5.2 When samples are collected by the agency is there proper protection, handling, and storage to ensure that they remain representative of the material being used at the time of sampling?	10.2.2				
5.3 Are the samples collected identified with the respective portions of the work in which the material represented was or will be used?	10.2.3				
5.4 Does the agency have a policy in place to contact the appropriate authorities when any irregularities or deficiencies in the construction materials are noted?	10.2.5				
5.5 Does the agency supply in a timely manner a complete and factual report citing the methods used in obtaining samples, the tests performed, the specified values for the measured characteristics, and the values obtained?	10.2.6				
5.6 Does the agency have the right of rejection?	10.3				
5.7 Has the agency had its laboratory procedures and equipment inspected in the past three years by a qualified national authority demonstrating evidence of meeting the requirements of specification E 329 through accreditation in the field of its operation?	10.4				
5.8 Has the testing & inspection agency, supplied documentation substantiating that laboratory and field personnel meet the requirements of E 329 Sect. 7 and that they have been re-evaluated internally or externally, at least every three years?	10.5				
6.00 Inspections and Test Methods	Ref	Yes	No	N/A	Comments
6.1 Does the agency maintain documents of instructions for the use and operations of all relevant equipment?	11.1				
6.2 Are all instructions, standards, manuals and reference data relevant to work maintained up-to-date and readily available to the staff?	11.1				
6.3 Where it is necessary to employ test methods that have not been established as standards has the method fully documented, validated and agreed upon with the client?	11.4				
6.4 Where sampling is carried out as part of the test method does the agency use documented procedures to select samples?	11.5				

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6.5 Are calculations and data appropriately checked upon transferal of information?	11.6				
6.6 Has computer software been documented for accuracy and adequacy of use?	11.7.2				
6.7 Are procedures established and implemented for protecting the integrity of data? (entry, storage, transmission and processing)	11.7.3				
6.8 What procedures exist to prevent the unauthorized access and amendment of records?	11.7.5				
6.9 Does the agency have documented procedures for the purchase, reception and storage of consumable materials used for the technical operations?	11.8				
7.00 Records	Ref	Yes	No	N/A	Comments
7.1 Does the agency maintain sufficient records of testing & inspections to permit satisfactory recapitulation of information?	12.2				
7.2 Has the serial numbers of testing equipment been recorded?	12.2				
7.3 How long are records safely stored? Minimum 3 years.	12.3				
7.4 Are records securely stored and in confidence to the client?	12.3				
8.00 Report	Ref	Yes	No	N/A	Comments
8.1 Does the report have the following:					
a). a title ie. Inspection Report	13.2.1				
b). name and address of the agency	13.2.2				
c). location where the inspection or test was carried out	13.2.2				
d). unique identification	13.2.3				
e). page number and total number of pages	13.2.3				
f). name and address of client, where appropriate	13.2.4				
g). description of items inspected or tested	13.2.5				
h). date of performance inspected or tested	13.2.6				
i). Identification of the inspection or test method used	13.2.7				
j). reference to sampling procedure, where relevant	13.2.8				
k). any deviations from standard methods	13.2.9				
l). derived results and any failures identified	13.2.10				
m). signature & title of person accepting responsibility for the content	13.2.11				
n). date of issue	13.2.11				
o). a statement to the effect that the results relate only to the items inspected or tested	13.2.12				
p). a statement that the report shall not be reproduced, except in full, without the written approval of the agency	13.2.13				
q). does corrections or additions to a report reflect a statement "SUPPLEMENT" OR "REVISED"	13.3				
r). does the staff follow a documented policy for electronic transmission of inspection or test results that ensures confidentiality	13.4				

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9.00 Concrete Inspection & Testing	Ref	Yes	No	N/A	Comments
9.1 Does the agency comply with ASTM Practice C 1077?	14.2				
9.2 Does The laboratory supervisor have a min of 3 years experience?					
10.00 Soil & Rock Inspection & Testing	Ref	Yes	No	N/A	Comments
10.1 Does the agency comply with ASTM Practice D3740?	15.2				
11.00 Steel Inspection & Testing	Ref	Yes	No	N/A	Comments
11.1 Does the agency comply with ASTM Practice A880?					
12.00 Bituminous Inspection & Testing	Ref	Yes	No	N/A	Comments
12.1 Does the agency comply with ASTM Practice D3666?	19.2				
13.00 Masonry Inspection & Testing	Ref	Yes	No	N/A	Comments
13.1 Does the agency comply with ASTM Practice C 1093?	20.2				
14.00 Nondestructive Testing	Ref	Yes	No	N/A	Comments
14.1 Does the agency comply with ASTM Practice E 543?					