Guidelines For Accepting Corrections From A Laboratory

All corrections sent in response to deficiencies reported during the 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. 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 laboratory's 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	**Correction**
Missing document	-Copy of drafted procedure/document including all criteria
Missing information in a document	-Copy of drafted document including necessary info
Equipment not calibrated/verified	-Copies of calibration records including all criteria
Calibration/verification frequency	-Copies of calibration records including all criteria
No calibration/verification records	-Copies of calibration records including all criteria
Not participating in PSP program	-Copy of letter acknowledging enrollment in program
Missing personnel certification	-Obtain full required certification, copy of certificate

Chemical component qualification	**Correction**
Max difference between duplicates or max difference between average of duplicates & SRM value exceeds tolerance	-Copy of qualification of enough SRM's to raise the percentage to 77% or above within tolerance
Less then 77% of tests within tolerance	-Copy of qualification of enough SRM's to raise the percentage to 77% or above within tolerance
If not testing SRM's in duplicate	-Copy of qualification based on second set of SRM data
Re-qualification of operator/analyst not performed/proper frequency	-Copy of recent re-qualification submitted

Equipment Footnote	**Correction**
Missing equipment (not owned by lab) (e.g. temperature recorder, metal thermometer)	-Proof of purchase, receipt
Missing equipment (owned by lab) (e.g. unit weight measure, air meter)	-Picture of piece of equipment with lab in background, or proof of new purchase, receipt

Damaged/Out of spec equipment (e.g. retaining rings, capping stand)	-Proof of purchase, receipt for fixing the 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 including all criteria
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

<u>Corrections not accepted:</u>
Moist room/water storage tank temperatures out of range
Procedural mistakes

A statement that equipment is ordered or calibrated is not adequate proof and cannot be accepted without the additional documentation mentioned above. 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 cannot be made to procedural mistakes. Procedural corrections sent in will be forwarded to the AASHTO Accreditation Program. AAP will accept a copy of re-training records for the individual who performed the procedure incorrectly. The re-training should be conducted/observed by any supervising personnel and cover the test methods with deficiencies.