



# BUREAU OF MATERIALS MATERIALS PROCEDURES

**MP NUMBER: 8-25**  
**EFFECTIVE DATE: 03/03/2025**

**APPROVAL:** Edward Inman

## QUALITY ASSURANCE OVERSIGHT PROGRAM

### **I. PURPOSE:**

To establish standard procedures for quality assurance oversight evaluations.

### **II. SUPERSEDES:**

Materials Procedure Number 8 – Dated 07/01/2008

### **III. REFERENCES:**

Special Provisions, Supplemental Specifications, Standard Specifications, Addenda and Attachments

Quality Assurance Plan for NJDOT Bureau of materials Engineering & Testing

NJDOT Materials Sampling & Testing Program

NJDOT Regionally Approved Supplier's Quality Control Plan

Pertinent AASHTO/ASTM standards

### **IV. FORMS:**

Materials Field Inspection Evaluation Report

Hot Mix Asphalt Plant Evaluation Report

Hot Mix Asphalt Plant Evaluation Checklist

Portland Cement Concrete Plant Evaluation Report

Portland Cement Concrete Plant Evaluation Checklist

Evaluation of Testing Equipment at Materials Central Laboratory Report

Evaluation of Testing Equipment at Materials Regional Laboratory Report

Materials Field Office & Laboratory Evaluation Report

## **V. INSTRUCTIONS:**

### **1. Assignment Procedures**

#### **A. The QAO Supervisor shall:**

1. Assure that the QAO Teams receive the following:
  - a. Daily orders from the Regions
  - b. Set assignments on QAO evaluations to be performed
2. Plan, organize, implement and control all operations of QAO Program.
3. Insure that materials sampling and testing methods utilized by the department's in-house field forces, supplier, consultants and contractors complied with the appropriate AASHTO test procedures.
4. Direct teams traveling statewide on a daily basis, auditing materials' testing and inspection activities of the Department in accordance with the established policies, procedures, federal requirement and accepted practices.
5. Coordinate the submittal of reports from the teams and consolidate into one report for the Bureau of Materials on a monthly basis.
6. Act as liaison between Regions and the Bureau. Provide support as needed in resolving problems.
7. Review reports initiated by QAO inspector.
8. Make unannounced visits for QAO evaluations to various field laboratories, project sites, and plants.
9. Follow up on corrective action taken in response to deficiencies found.

#### **B. The QAO Inspector shall:**

1. Get assignment from QAO Supervisor as to which evaluations are to be performed, based on the daily orders from the Regions.
2. Witness the Field and Plant operations perform their Materials' Sampling and testing as per AASHTO Test Procedures and verify that they are using calibrated equipment working in proper condition.
3. Verify Calibration of Regional and Central Laboratories Equipment. Ensure that Lab Personnel take corrective action on deficiencies noted by agencies (AMRL & CCRL) accreditation.
4. Verify that Field Labs are properly equipped. Assure that the team supervisors are maintaining proper records of all field tests.

5. Initiate and generate reports to confirm compliance with applicable Standards (for laboratory equipment, facilities, inspection procedures, findings, materials, field labs, records, general observations etc.)

**VI. DISTRIBUTION OF FORMS:**

All forms:     Manager, Bureau of Materials  
                     Regional Materials Engineer  
                     QAO Supervisor  
                     Resident Engineer (If directed)  
                     F.H.W.A  
                     Copies as needed to appropriate personnel