



GENERAL SUBJECT: Material Approval		NUMBER: MD 346-11
SPECIFIC SUBJECT: Quality Assurance Approved List Submissions		DATE: August 23rd, 2011
DIRECTED TO: District Materials Engineers	SIGNATURE: Charles A. Babish, PE <i>Signature on original copy of memorandum</i>	

The Materials Division's Quality Assurance Section has refined the documentation for the process by which Q/A suppliers are approved to supply product for VDOT projects (Materials Division's Approved List 44), the process by which Gray Iron Casting Manufacturers/Suppliers are approved to supply product to VDOT projects (Materials Division's Approved List 61), the company's Quality Assurance Plan, the Department's Quality Assurance review, as well as documenting necessary submissions for inclusion on the Quality Assurance Section maintained approved lists and the creation of a new approved list for Detectable Warning Units.

This Documentation is necessary for the following reasons:

1. Providing additional clarification/information for the process of placing Q/A Suppliers on Approved List 44.
2. Providing additional clarification/information for the process of placing Gray Iron Manufacturers/Suppliers on Approved List 61.
3. Documenting the submission required and testing procedures for inclusion onto the Department's Approved Lists maintained by the Quality Assurance Section.
4. The Department's internal review process for Material Acceptance of the above items

For these reasons, the following changes are being made:

- 1) Amend Sec. 113.01(a) first paragraph of the Manual of Instructions with the following:

a) Quality Assurance for Acceptance by Materials Suppliers of Misc. Materials - Under this, program suppliers will have approved Quality Assurance Plans, which define how they intend to maintain all shipping records, inventory records, test report numbers, and other documents needed to assure that materials shipped have the proper acceptance documentation. The Plan will define the responsible parties, and describe when, where, and how the records are maintained. The Quality Assurance Plan will be reviewed for content by the Central Office, ~~Structures Section~~ *Quality Assurance Section*, and ~~comments furnished to the District Materials Engineer.~~ The ~~District Materials~~ *Quality Assurance* Engineer is responsible for the acceptance or rejection of the Quality Assurance Plan *in accordance with the Quality Assurance Plan Checklist Found in Appendix I-F of this chapter.* The ~~District Materials~~ *Quality Assurance* Engineer shall be responsible for the supplier's adherence to the approved Quality Assurance Plan and has the authority to remove non-compliant suppliers from the list. ~~The District Materials Engineer will notify the Structures Section of approvals/removals.~~ The approved suppliers will be added to a list maintained in the Manual of Instructions.

2) Add the following Section to the Manual of Instructions at the end of Sec. 113.01 (a)

QA DISTRIBUTORS LIST – REQUIREMENTS DOCUMENT FOR QA PLAN

- Facility location, main phone number, web site, etc.
- Statement of commitment to program, purpose and mission.
- Personnel chart or organizational arrangement including assignment of responsibilities.
- Items supplied under this plan.
- Copy of records retained for minimum of five years and a copy made for VDOT QA Technician.
- Statement of allowing VDOT access to necessary sampling and inspection.
- Action taken when new product is received.
- Summation of product storage.
- Material documentation process –
 - Certifications/testing of product supplied by manufacturer
 - Material handling/movement of approved material

- Labeling passing material
- How failed material is handled
- Information pertaining to size of lot, lot number, batch number, batch quantity and roll numbers, etc. if available.
- Brand name and manufacturer of material.
- Sample ticket should include:
 - Project Number.
 - Contractor information.
 - Description of material size, style and quantity.
 - Lot, Batch and/or roll Number.
 - Appropriate Lab Number if supplied by VDOT inspector.
- Sample ticket sent to VDOT project including the QA statement on the ticket.
- Authorized personnel must sign QA statement.

3) Add the following as Appendix I-F of Chapter I of the Manual of Instructions

QA
Plan Review

Supplier Name: _____ Date: _____

Location: _____ Reviewer: _____

Coversheet specific to Facility with last revision date: Yes No

Statement of commitment to Program: Yes No

Supplier's Personnel Organizational Chart: Yes No
 Plant Manager
 QC Technician/ Manager/
 Director
 Personnel Qualifications

Plant Organization (line of reporting): Yes No

Types of items supplied to VDOT projects Yes No

Records

Types of records kept Yes No

Retention time of records Yes No

Statement of allowing VDOT access to necessary sampling and inspection. Yes No

Action taken when new stock is received Yes No

Product storage - items stored in appropriate means Yes No

Material segregated during testing Yes No

Labeling of passing material Yes No

How failed material Yes No

is handled/ Is it kept
away from good
material

Sample Ticket present

Yes No

Sample Ticket includes

Project Number	Yes	No
Contractor information	Yes	No
QA statement	Yes	No
Material size, style and quantity	Yes	No
Lot or Batch #	Yes	No
Appropriate Lab #	Yes	No
Signed	Yes	No

Recommendations:

Comments:

4) Amend Sec. 204.32(a) second paragraph of the Manual of Instructions with the following:

Gray-iron shall be accepted from Gray Iron Casting Manufacturers/Distributors on QA/QC Program (Approved list 61) ~~sampled by the Department's Representative and the samples submitted to the Central Office Laboratory for tests.~~ Under this, program manufacturers/distributors will have approved Quality Assurance Plans, which define how they intend to maintain all shipping records, inventory records, test report numbers, and other documents needed to assure that materials shipped have the proper acceptance documentation. The Plan will define the responsible parties, and describe when, where, and how the records are maintained. The Quality Assurance Plan will be reviewed for content by the Central Office, Quality Assurance Section. The Quality Assurance Engineer is responsible for the acceptance or rejection of the Quality Assurance Plan in accordance with the Gray-Iron Quality Assurance Plan Checklist Found Appendix II-J of this chapter. The Quality Assurance Engineer shall be responsible for the supplier's adherence to the approved Quality Assurance Plan and has the authority to remove non-compliant suppliers from the list. The approved manufacturers/distributors will be added to a list maintained in the Manual of Instructions.

QC Plan Review for Gray Iron Casting Plants/ Distributors

Information included in the QC Plan:

Plant Name

Location

Coversheet to Facility

Last Revision Date

Statement of Commitment to Quality Control

Plant Personnel Organizational Chart

Plant Manager

QC Technician

Personnel Qualifications

Line of Reporting

List of items produced under the plan

Records

Types of records kept

Retention time of records

Materials Section

Source of Raw materials/Scrap

Certifications of materials

Product Inspection/Verification procedures

Testing/Frequency performed

Problem resolution procedure/Status of out of spec castings

Storage of product

Shipping of product

Example of Stamped Delivery Ticket

6) Add the following as Section 209 of the Manual of Instructions

SECTION 209 APPROVED LIST POPULATION REQUIREMENTS

Timeframes for population of the lists will depend on several factors including test period required for material, Departments workload, and etc.

Sec 209.01 Approved List 14 - Pipe Gaskets and Coatings

To have a gasket product included on the Approved List for "Pipe Gaskets and Coatings" the manufacturer shall submit a notarized letter stating the gasket meets the guidelines established in Section 212(h) of the Road and Bridge Specifications.

Sec 209.02 Approved List 25 - Corrugated Metal Pipe Producers on QA/QC Program

To have a plant included on the Approved List for "Corrugated Metal Pipe Producers on QA/QC Program" the following shall be submitted to Materials Division's Quality Assurance Section: The plant shall submit a location specific QC plan meeting the requirements of Sec. 204.26 (g) & (h). The plant will also be subject to an inspection upon approval of its QC plan.

Upon approval the plant will be placed on the Approved List with probationary status for a minimum of 6 months.

Sec 209.03 Approved List 26 - Concrete Pipe Producers on QA/QC Program

To have a plant included on the Approved List for "Concrete Pipe Producers on QA/QC Program" the following shall be submitted to the Central Office Materials Division's Quality Assurance Section: The plant shall submit a location specific QC plan meeting the requirements of Sec. 204.26 (f). The plant will also be subject to an inspection upon approval of its QC plan.

Upon approval the plant will be placed on the Approved List with probationary status for a minimum of 6 months.

Sec 209.04 Approved List 34 - Concrete Precast Producers on QA/QC Program

To have a plant included on the Approved List for "Concrete Precast Producers on QA/QC Program" the following shall be submitted to the Central Office Materials Division's Quality Assurance Section: The plant shall submit a location specific QC plan

meeting the requirements of Sec. 204.22 (c). The plant will also be subject to an inspection upon approval of its QC plan.

Upon approval the plant will be placed on the Approved List with probationary status for a minimum of 6 months.

Sec 209.05 Approved List 42 - High Density Polyethylene (HDPE) Pipe Producers on QA/QC Program

To have a product included on the Approved List for "High Density Polyethylene Pipe Producers on QA/QC program, manufacturer must receive approval from AMRL/NTPEP and make a request to the Central Office Materials Division's Quality Assurance Section for placement on the list.

Sec 209.06 Approved List 44 - Approved Q/A Suppliers List

To have a product included on the Approved List for "Approved Q/A Suppliers List " the following shall be submitted to the Central Office Materials Division's Quality Assurance Section: The supplier shall submit a location specific QA plan meeting the requirements of Sec. 113.01. The supplier's warehouse will also be subject to an inspection upon approval of its QA plan.

Upon approval the plant will be placed on the Approved List with probationary status for a minimum of 6 months.

Sec 209.07 Approved List 61 - Gray Iron Casting Manufacturers/Distributors on QA/QC Program

To have a product included on the Approved List for "Gray Iron Casting Manufacturers/Distributors on QA/QC Program" the following shall be submitted to the Central Office Materials Division's Quality Assurance Section: The plant shall submit a location specific QC plan meeting the requirements of Sec. 204.32(a). The plant will also be subject to an inspection upon approval of its QC plan.

Upon approval the plant will be placed on the Approved List with probationary status for a minimum of 6 months.

Sec. 209.08 Approved List 72 - Detectable Warning Units

To have a product included on the Approved List for "Detectable Warning Units", a notarized letter and sample of product must be submitted to the Materials Division for approval. The letter must certify that the product meets the required specification.

7) Add the following as Appendix I-F of Chapter I of the Manual of Instructions

**QC Plan Review for Gray Iron Casting Plants /
Distributors**

Plant Name:

Date:

Location:

Reviewer:

Information included in the QC Plan

<i>Coversheet specific to Facility</i>	Yes	No
<i>Revision Date</i>	Yes	No
<i>Statement of Commitment to Quality Control</i>	Yes	No
<i>Plant Personnel Organizational Chart</i>	Yes	No
<i>Plant Manager</i>		
<i>QC Technician</i>		
<i>Personnel Qualifications</i>		
<i>Line of Reporting</i>		
<i>List of items produced under the plan</i>	Yes	No
<i>Records</i>	Yes	No
<i>Types of records kept</i>		
<i>Retention time of records</i>		
<i>Materials Section</i>	Yes	No
<i>Source of Raw materials/Scrap</i>		
<i>Certifications of materials</i>		
<i>Product Inspection/Verification procedures</i>	Yes	No
<i>Testing/Frequency performed</i>	Yes	No
<i>Problem resolution procedure/Status of out of spec castings</i>	Yes	No
<i>Storage of product</i>	Yes	No

