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ARIZONA DEPARTMENT OF TRANSPORTATION * MATERIALS GROUP

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POLICY AND PROCEDURE DIRECTIVE

TO: ALL MANUAL HOLDERS	PPD NO. 11
SUBJECT: APPROVAL OF LABORATORIES TO PERFORM TESTING OF BEARING PADS FOR THE DEPARTMENT	EFFECTIVE DATE: February 27, 2009

1. GENERAL

1.1 This Policy and Procedure Directive supersedes P.P.D. No. 04-2.

1.2 This Policy and Procedure Directive outlines the procedure for approval of laboratories to perform testing of bearing pads for the Department.

1.3 Testing of bearing pads shall be accomplished in accordance with the requirements of Section 1013 of the ADOT Specifications.

2. REQUIREMENTS

2.1 Laboratories must be approved by the Quality Assurance Section and the Structural Materials Testing Section of the ADOT Materials Group prior to performing testing of bearing pads for the Department.

2.2 A laboratory desiring to perform bearing pad testing for the Department may gain approval for either Fabric Bearing Pads or Elastomeric Bearing Pads, or the laboratory may gain approval for both types of bearing pads.

3. PROCEDURE

3.1 Laboratories desiring to perform testing of bearing pads for the Arizona Department of Transportation shall submit a proposal to the Quality Assurance Engineer, Materials Group. The proposal shall contain the experience and qualifications of the laboratory and its technicians in performing bearing pad testing as required by Section 1013 of the ADOT Specifications. The proposal shall also contain a listing of any certifications that the laboratory has in such testing.

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3.2 The Materials Quality Assurance Engineer will review the proposal and with the concurrence of the Materials Structural Testing Engineer shall accept or reject the proposal.

3.3 If the proposal is acceptable, an inspection of the laboratory desiring approval will be scheduled.

3.4 A joint team of members of the Materials Quality Assurance Section and the Materials Structural Testing Section will perform an inspection of the laboratory.

3.5 Approval or denial of the laboratory to perform bearing pad testing for the Department will be based on the review of the submitted proposal and the results of the inspection. The Materials Quality Assurance Engineer and the Materials Structural Testing Engineer must concur on the approval or denial of the laboratory.

3.6 The Materials Quality Assurance Engineer notifies the laboratory in writing that they have either been granted or denied approval. A laboratory that is approved shall be listed in the ADOT Directory of Approved Testing Laboratories, which is issued by Materials Quality Assurance Section.

3.7 Following initial approval of a testing laboratory, reapproval must be obtained every 24 months. The Materials Quality Assurance Section will schedule inspections of an approved laboratory on a 24 month cycle. The laboratory will not need to submit a new proposal for reapproval unless there have been changes that will affect their approval status.

3.8 Any laboratory which has been approved must notify the Materials Quality Assurance Engineer of any changes in laboratory ownership, location, or managerial personnel within 60 days of when the change occurs. The Materials Quality Assurance Engineer shall also be notified within 30 days of any changes in supervisory and key technical personnel involved in the testing of bearing pads.



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