Project Engineer's Name Date
Florida Department of Transportation
Address
City, State, Zip

Dear Sir or Madam:

Financial Project ID:_____
Federal Aid Project Number: _____
Contract Number:_____; _____County
_____(District)___

The following information is being submitted in accordance with the plans and specifications to comply with an acceptable Quality Control Program. This Quality Control Plan incorporates the plans and specifications.

_____(name of company)____.
_____(address of company)_____
_____(city)_____, ____(state)____ ___zip code)
(area code and telephone number
(area code and fax number
(email address)

Sincerely,

(name of Contractor's representative)
Contractor

(area code) Phone Number

General Information

QCP-3.1 Personnel

QCP-3.2.1Quality Control Manager - The primary contact for the department on this project is _____(name of QC Manager). Contact information for the QC Manager is as follows:

TIN
(area) # Work phone number
(area) # Cell phone number
(area) # Home phone number
(area) # Pager
(email) Email address

QCP-3.2 Other Sources

QCP-3.2.1 Identify the approved source for timber, if applicable.

QCP-3.2.2 Identify the approved source for prestressed concrete products, if applicable.

QCP-3.2.3 Identify the approved source for drainage products, if applicable.

Earthwork

EWK-3.2 Personnel

EWK-3.2.1 Personnel – list primary personnel and TINs used on the project and the Department will be notified for alternates/substitutions. The QC Manager will verify that technicians used on the project have the appropriate qualifications.

EWK-3.2.2 Level of Responsibility – The QC Manager is the primary point of contact for quality control issues on the project. List alternates (Organizational Chart – Attachment).

EWK-3.3 Raw Materials

EWK-3.3.1 Sources - Identify the borrow pits and/or aggregate sources being used. For any material brought onto the project from non-preapproved sources, obtain approval from the Project Engineer for that pit before any of that material is used on the project.

EWK-3.3.2 Certification - Contractor/designee will visually verify that the material is suitable. Contractor's designee will collect the delivery tickets and verify that the material arriving on the project is from the designated source. Base rock and aggregate tickets should include pit number, DOT Code No., quantity shipped, and language stating "Certified for FDOT" or "Cert. for FDOT".

EWK-3.3.3 Disposition of Failing Materials - See EWK-3.9.4

EWK-3.4 Storage Facilities for Raw Materials - Material will be deposited as close to final placement as possible. If material is to be stockpiled, then describe all actions to prevent segregation and contamination and what corrective actions will be initiated if this occurs.

EWK-3.5 Production Equipment - N/A

EWK-3.6 – N/A

EWK-3.7 Other Requirements

EWK-3.7.1 Copy of Certifications - N/A

Earthwork

EWK-3.7.2 Statement of Compliance - N/A – Included in the general statement of compliance.

EWK-3.7.3 Information on Producer's Quality Control Plan - N/A

EWK-3.7.4 Describe Documentation Procedure

EWK 3.7.4.1 CQR Data Entry – QC Manager or his designee will enter all pertinent information into the CQR system.

EWK 3.7.4.2 Quality Control Log Book – Contractor shall maintain the logbook and QC Manager shall be the point of contact. Resolve the disposition of any discrepancies found during the District Density Engineer (DDE) review of the QC Log Book.

EWK-3.8 Final Manufactured Product Plant Operations - N/A

EWK-3.9 Final Manufactured Product – Field Operations

EWK-3.9.1 Transportation - N/A

EWK-3.9.2 Storage - N/A

EWK-3.9.3 Placement - Maintain the calibration frequency for the Nuclear Gauge and Speedy. Notify the Department of any gauge substitution for comparison, if the substituted gauge was not included in the initial equipment comparison. The QC Manager shall notify the Project Engineer when new materials are encountered and/or additional sampling is required.

Earthwork

EWK-3.9.4 Disposition of Failing Materials – The QC Manager/designee will monitor test data for trends and take appropriate action to adjust processes to ensure conformance to specifications. When material does not conform to the specifications and is rejected, the QC Manager will report to the Project Engineer, Contractor Project Manager, Superintendent and the appropriate subcontractor, if necessary. Contractor/designee will initiate and submit the Engineer Analysis Report (EAR), when material that doesn't conform to the specifications, is requested to be left in place.

EWK-3.10 Testing Laboratories - Identify the laboratory(s) that will perform all earthwork related Quality Control testing. Include a contact person and the physical location, address and phone number of the laboratory(s).

Asphalt

HMA-3.2 Personnel

HMA-3.2.1 Qualifications

Paving Level 1 Personnel - name(s) and TIN(s)
Paving Level 2 Personnel - name(s) and TIN(s)
Plant Level 1 Personnel - see Producer's QCP
Plant Level 2 Personnel - see Producer's QCP
Mix Designer - name(s) and TIN(s)

In the event the above listed personnel are not available, CTQP qualified personnel will be utilized and the Engineer will be notified within 24 hours with the name and TIN.

HMA-3.2.2 Level of Responsibility - The primary contact for the Department will be the Quality Control Manager listed above. Per 330-2.3.1 Personnel Qualifications, personnel will be provided for the respective areas.

HMA-3.3 Raw Materials

HMA-3.3.1 Source - The following plant(s) will be used to provide Hot Mix Asphalt for the project: Plant Name and ID number, Plant Name and ID number. Sources of other products (including 300, 336, 341) will be from the Qualified Products List, or a certification from the manufacturer will be provided.

HMA-3.3.2 Certification - Mixtures and products incorporated into project will be in conformance to specifications, load tickets will bear approved mix design number and/or producer certification.

HMA-3.3.3 Disposition of Failing Materials - Per 334-9 Low Pay Factor Material, 330-6.3 Mix Temperature, 330-6.5 Contractors Responsibility of Mixture Requirements. If mix, determined by the Plant Level 2 Technician, is segregated or non-uniform, that mix will be rejected and the plant will be notified immediately. If the problem continues, the QC Manager will be notified. The Engineer will be notified for Low Pay Factor Materials.

Asphalt

HMA-3.4 Storage Facilities for Raw Materials - Hot Mix Storage addressed in Producer's Quality Control Plan and 330-6.4. Other materials, such as ARMI cover stone will be stockpiled and loaded to prevent segregation and contamination. Asphalt Rubber Binder will per 336-5. Prime and tack per section 300.

HMA-3.5 Production Equipment - Refer to Producer's QC Plan.

HMA-3.6 Plant Requirements

HMA-3.6.1 Plant Identification - Refer to Producer's QC Plan.

HMA-3.6.2 Process Control System - Refer to Producer's QC Plan.

HMA-3.6.3 Loading and Shipping Control - Refer to Producer's QC Plan.

HMA-3.6.4 Types of Products Generated - Refer to Producer's QC Plan.

HMA-3.7 Other Requirements

HMA-3.7.1 Copy of Certification - Attached are examples of certifications issued by the plant/Contractor for the products approved by the Department. (Example of: Tack delivery ticket, ARMI Binder, Asphalt mix delivery tickets, ARMI Cover Stone).

HMA-3.7.2 Statement of Compliance - The materials and processes used in the construction of this project will comply with all quality requirements set forth by the Department including Contract Documents and other Department manuals.

HMA-3.7.3 Information on Producer's Quality Control Plan - See section 3.3.1 for list of approved producers.

HMA-3.7.4 Describing Documentation Procedure - Identify location (e.g. plant, main office) of document storage to enable Department review (including, daily reports of asphalt paving, cross slope forms, and other documents listed in 3.7.1) Copies of daily reports will be submitted to the Engineer upon completion of the LOT (verification/resolution completed).

Asphalt

HMA-3.8 Final Manufactured Product – Plant Operations

HMA-3.8.1 Storage - Not Applicable. See Producer's QC Plan.

HMA-3.8.2 Disposition of Failing Materials - Not Applicable. See Producer's QC Plan.

HMA-3.9 Final Manufactured Product – Field Operations

HMA-3.9.1 Transportation - Trucks hauling Hot Mix will comply with Section 320-5.4 (Tarps), Temperature Checks 330-2.2 & 330-6.2, and 330-7 Transportation of the Mixture.

HMA-3.9.2 Storage - Not Applicable.

HMA-3.9.3 Placement

HMA-3.9.3.1 Milling - Will be accomplished with equipment per 327-2 and monitored per sections 327-3 & 4 with emphasis on maintaining proper texture, ride, and cross-slope where ever necessary.

HMA-3.9.3.2 ARMI - Monitor per 341-4,5,6 and adjust as necessary to maintain application rates.

HMA-3.9.3.3 Preparation - Existing surfaces will be prepared in accordance with 330-8. Attempts will be made to minimize tack drop-off coming from truck tires, or mix droppings on the pavement surface prior to paving by shoveling.

HMA-3.9.3.4 Prime and Tack - Monitor per Section 300-4 and adjust as necessary to maintain application rates.

Asphalt

HMA-3.9.3.5 Paving - Use properly maintained equipment per 320-5 and monitor paving operations per 330-2.2 (temperature, slope, mix spread rate), and placement requirements per section 330-3, 9, 11, 12, 13 with emphasis on uniformity and smoothness. Reasonable attempts will be made to make smooth transitions at bridge approaches, manholes, and joints. In the event of rain (standing water or otherwise agreed to), paving will cease and trucks in route will be fully tarped as soon as possible. Once rain ceases and the pavement is mechanically swept of standing water, paving will continue on the tacked surface using mixtures meeting temperature requirements.

HMA-3.9.3.6 Compaction - Will use an adequate number of maintained rollers (meeting applicable sections of 320-5.3) to adjust the compactive effort needed to control and achieve density as referenced in 330-10. Care to be taken not to overcompact mixes, and use no more force than necessary to achieve density. In areas where density testing is not required, a roller pattern will be established with a density-monitoring device (nuclear or other), and take informational cores per 330-2.2 as needed.

HMA-3.9.3.7 Friction Courses - Meet requirements for various Friction Courses listed in 337, including process control per 337-5 and roadway acceptance per 337-7, with emphasis on uniformity, smoothness, and density as required. Care to be taken not to overcompact mixes and crush aggregate particles in final surface.

HMA-3.9.4 Disposition of Failing Materials - Per 334-9 Low Pay Factor Material, 330-6.3 Mix Temperature, 330-6.5 Contractors Responsibility of Mixture Requirements, and 330-12 Surface Requirements. If mix, determined by the Paving Level 2 Technician, appears to be out of specification, the following steps will be taken.

HMA-3.9.4.1 - Rechecking and/or retesting sample to validate test result and/or calculations. (As deemed necessary, an additional sample may be taken and tested to compare results.)

Asphalt

HMA-3.9.4.2 - Investigation to determine cause and potential solutions, including discussions with roadway and plant personnel.

HMA-3.9.4.3 - Implementing remedial action (if necessary) to correct the problem – include notation on daily reports of any changes in process.

HMA-3.9.4.4 - Notification of the QC Manager if necessary.

HMA-3.9.4.5 - Notification of the Engineer if results exceed limits described in section 334-7 or 334-9.

HMA-3.10 Testing Laboratories - Identify the laboratory(s) that will perform all asphalt related Quality Control testing. Include a contact person and the physical location, address and phone number of the laboratory(s).

Labs used for Quality Control testing will meet the requirements of section 330-2.3.2. In the event the above listed labs are unavailable for testing, a laboratory (approved through the Department's Laboratory Qualification Program) will be used and the Engineer will be notified within 24 hours.

Concrete

CNC 3.2 Personnel

CNC-3.2.1 Qualifications - The following is a list of personnel that may be on the project and their qualifications.

__(name)__, __(title if any)__, _____(company)___,
__qualification, i.e. Level 1 and Level II if any)___, Tin #____
__(name)__, __(title if any)__, _____(company)___,
__qualification, i.e. Level 1 and Level II if any)___, Tin #____
__(name)__, __(title if any)__, _____(company)___,
__qualification, i.e. Level 1 and Level II if any)___, Tin #____

CNC-3.2.2 Level of Responsibility - The primary contact for the department on this project is ___(name of QC Manager)____, Quality Control Manager. The following personnel are authorized to accept or reject the concrete being placed on the referenced project

____(name)___
____(name)___
____(name)___
(list as many as you want to have the authority)

CNC 3.3 – Raw Materials

CNC-3.3.1 Source
Primary Plant:
___(name of plant___)
____address of plant)____
____(city)_____
(area code and telephone number)
(area code and fax number)
Approved Plant Number _(_#_)_

Concrete Location	Class/PSI	Environment	Mix Design#
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000

Concrete

Secondary Plant: (if applicable)
___(name of plant___)
____address of plant)____
____(city)_____
(area code and telephone number)
(area code and fax number)
Approved Plant Number _(#___)

Concrete Location	Class/PSI	Environment	Mix Design#
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000
_____,	Class __/____PSI	_____aggressive	000-00000

A minimum of a 24-hour notice before a concrete pour can be made should the contractor wish to change any of the above mix designs. Note mix designs may be approved prior to or after the Quality Control Plan is approved. It is not a requirement to have the mix design approved prior to submittal of the Quality Control plan or vice versa.

CNC-3.3.2 Certification - The Quality Control Manager or his designee will verify that the raw materials (concrete plant) is an approved source to supply and produce concrete. The Quality Control manager will obtain a copy of all approved mix designs from the producer.

CNC-3.4 Storage Facilities of Raw Materials - Not applicable as no storage of concrete will take place on this project.

CNC-3.5 Production Equipment – Refer to the Producer's QC Plan.

Concrete

CNC-3.6 Plant Requirements

CNC-3.6.1 Plant Identification - Refer to Producer's QC Plan.

CNC-3.6.2 Process Control System - Refer to Producer's QC Plan.

CNC-3.6.3 Loading and Shipping Control - Refer to Producer's QC Plan.

CNC-3.6.4 Types of Products Generated: Refer to Producer's QC Plan.

CNC–3.7 Other Requirements

CNC-3.7.1 Copy of Certification - N/A

CNC-3.7.2 Statement of Compliance – N/A

CNC-3.7.3 Information on Producer's Quality Control Plan – Refer to the Producer's QC Plan.

CNC-3.7.4 Describing Documentation Procedure – The Quality Control Managers or his designee will be responsible for the paperwork documentation. All documentation for concrete shall be kept at (_____name and address, city state zip phone fax email____). Quality Control information will be entered into the CQR System at ((_____name and address, city state zip phone fax e-mail____).

CNC 3.8 – Final Manufactured Product – Plant Operations – N/A

CNC-3.9 Final Manufactured Product – Field Operations

CNC-3.9.1 Transportation - See Producer's Plan. All material will be delivered to project in an approved method.

CNC-3.9.2 Storage - No Storage of concrete will take place on this project.

Concrete

CNC-3.9.3 Placement - The following methods may be used for placement of concrete. The contractor shall designate qualified personnel for testing the concrete and any necessary concrete adjustments.

Concrete Location	Method of Placement
_____,	_____
_____,	_____
_____,	_____
_____,	_____
_____,	_____
_____,	_____

__(Mass pour information if required name your specialty engineer if applicable. Note this may be submitted as an addendum)__

__(Cold weather concrete information if required)____

__(Weather Protection for Concrete Pours with method of protection__

__(Other information that may be specific to the project)____

CNC-3.9.3.1 Screening of concrete

Location	Method of Screeding
_____,	__(method of screeding)_____
_____,	__(method of screeding)_____
_____,	__(method of screeding)_____
_____,	__(method of screeding)_____
_____,	__(method of screeding)_____

CNC-3.9.4 Disposition of Failing Materials - For all failing materials, the following process will be followed:

CNC-3.9.4.1 Notification – Notify project engineer

CNC-3.9.4.2 Investigation/Analysis – what caused the failure to occur?

CNC-3.9.4.3 Disposition – what is the current state of the material (i.e., compressive strength)?

Concrete

CNC-3.9.4.4 Corrective/Preventive Action – what measures will be taken to correct the deficiency and also to prevent future deficiencies?

CNC 3.9.4.5 Severe and/or repeated failures - Severe or repeated failures will require the above process to be in writing.

CNC-3.10 Testing Laboratories - Identify the laboratory(s) that will perform all concrete related Quality Control testing. Include a contact person and the physical location, address and phone number of the laboratory(s).