

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION
MATERIALS PROCEDURE

GUIDE FOR QUALITY CONTROL AND ACCEPTANCE PLANS FOR
PURCHASE ORDER CONTRACTS FOR STONE AND AGGREGATE

1.0 PURPOSE

- 1.1 Testing of highway construction materials has traditionally been a two phased activity; that is done by industry in their Quality Control Program and by the purchaser to determine the acceptability of the material. In Purchase Order Contracts for stone and aggregate, the vendor (whether or not he is actually the manufacturer) is by positive statement in the contract specifications responsible for the gradation of all items except abrasive, and the Division of Highways, as purchaser, is responsible for acceptance. The purpose of this Materials Procedure is to present guidelines for adequate Quality Control and Acceptance Plans.

2.0 QUALITY CONTROL PLAN

- 2.1 A Quality Control Plan shall be prepared by the vendor and submitted to the Division prior to delivery of any material. The plan shall clearly describe the methods by which the Quality Control Program will be conducted. As a minimum, a Quality Control Plan should include the following:
- 2.1.1 Name of any company official responsible for Quality Control.
- 2.1.2 Listing of items to be controlled and tests to be performed. Each item should be listed separately.

- 2.1.3 The plan should detail the vendor's proposed sampling location, sampling and testing procedure and test frequency. In the event the vendor is not the producer, sampling location, sampling and testing procedure and test frequency proposed by the producer shall be included.
- 2.1.4 The Documentation Plan: The methods by which the vendor will document and distribute test results shall be described.
 - 2.1.4.1 Forms and Distribution: Approved data processing forms furnished by the Division shall be used to record the test data. Gradation tests will be recorded on Forms T-731A and T-731B in accordance with applicable sections of 700.03.01. The laboratory number (supplied by the Division) which is the first designation - columns 2 through 14 will always start with a "C" for all Quality Control sample results provided by the vendor. In the event the vendor is not the producer, the vendor shall provide the completed data processing forms for the test results supplied by the producer, and the proper sequence (consecutive tests) including quantities thereof. Two copies of each completed form shall be delivered by the vendor to the Division (one of which will be transmitted to Materials Control, Soils and Testing Division). Test results must be distributed as they are finished to assure that all the results for material delivered, are completed and distributed by the fulfillment of the State Contract Purchase Order (SCO).
 - 2.1.4.2 Where the District Materials Section has terminal access to the central computer, the vendor shall submit the data in a format that will facilitate direct entry, and in the manner specified by the Materials Supervisor.
- 2.1.5 A detailed plan of action regarding the disposition of non-specification material: Such a plan shall provide for immediate notification of all parties involved in the event failing material is detected.

3.0 ACCEPTANCE PLAN

- 3.1 The specification states the vendor is responsible for providing test results to the gradation of the materials delivered (except abrasive), and acceptance shall be on the basis of these test results, provided and certified by the vendor. Acceptance may also be accomplished by an independent sampling and testing program conducted by the Division, or a combination of both the vendors and the Division. The Division's independent samples and tests can be directly compared to the vendor's results only if the sampling locations and procedures are the same.
- 3.2 Sampling and testing for quality (LA, soundness, etc.) of all items is the responsibility of the Division.
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