

WEST VIRGINIA DIVISION OF HIGHWAYS
MATERIALS CONTROL, SOILS AND TESTING DIVISION

MATERIALS PROCEDURE

GUIDELINES FOR ESTABLISHING AND MAINTAINING
APPROVED LISTS OF MATERIALS AND SOURCES

1.0 PURPOSE

- 1.1 To establish general guidelines for establishing and maintaining approved lists of materials and sources.

2.0 SCOPE

- 2.1 This procedure shall apply to all sources and materials that are suitable for acceptance with a reduced testing frequency. Because of the uniqueness or complexity of some products, additional Materials Procedures may be necessary to supplement the requirements to this procedure.

3.0 APPLICABLE DOCUMENTS

- 3.1 West Virginia Division of Highways Standard Specifications, Roads and Bridges
- 3.2 West Virginia Division of Highways Construction Manual
- 3.3 West Virginia Division of Highways Standard Details
- 3.4 West Virginia Division of Highways Standard Bridge Plans
- 3.5 West Virginia Division of Highways Materials Procedures

4.0 PREREQUISITES FOR APPROVED LIST CONSIDERATION

- 4.1 In order to be considered for an approved list, at least one of the following criteria should apply:
- 4.1.1 A historical record of usage on state projects or the anticipation of significant product usage by the contractor or state personnel.
- 4.1.2 Consistent satisfactory compliance of the product with the governing specifications.

5.0 APPROVED CRITERIA

5.1 Approval shall be granted to a product or source providing at least one of the following criteria are met:

5.1.1 The manufacturer of the product has developed and operates under a Division approved Quality Control Plan that sufficiently controls the quality of the product to the extent that the possibility of a substandard product being produced and shipped is substantially reduced if not eliminated.

5.1.2 The record of specification compliance of the material or source is satisfactory to the Division.

5.1.3 The manufacturer has successfully undergone an evaluation of manufacturing and quality control processes that has led to certification or accreditation by a Division recognized accreditation agency.

5.1.4 Acceptance or approval of a particular product by an AASHTO national or regional test program.

5.1.5 Acceptable evaluation by field testing of a product or product design analysis.

6.0 RETENTION OF APPROVED STATUS

6.1 All approved materials or sources shall be subject to periodic inspection and/or review to determine if the approved product(s) are maintaining the same characteristics and quality as originally approved.

6.1.1 Validation of all approved lists shall be performed at least once every two years. Once the validation process has been completed, each re-approved source will be issued a new approval number. Approval verification shall be based on one or more of the following:

6.1.1.1 Satisfactory results from testing random samples collected at the source, supplier or from a Division project.

6.1.1.2 Re-inspection of the manufacturing and quality control processes.

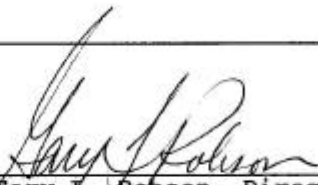
6.1.1.3 Satisfactory statistical evaluation of routine quality control test data supplied by the manufacturer.

6.1.1.4 Certified statement from the manufacturer that the approved product is being manufactured under the same design, formulation, manufacturing process and/or quality control processes that were in effect when product or source was originally approved.

7.0 DOCUMENTATION

7.1 All approval numbers assigned to particular materials and sources shall be directly related to the data used to justify approval or re-approval. If the justification is contained in a Materials Inspection Report (MIR), then the MIR number shall also serve as the approval number. When approval or re-approval is based on a test report, the laboratory number assigned to the sample shall also serve as the material or source approval number. If more than one laboratory number is involved, the approval number shall represent a composite laboratory number that cross references all the individual laboratory numbers used in the evaluation of the product or source. If the approval or re-approval is based on a certified statement or certified test data from the manufacturer, then the approval number shall be assigned and affixed to the document.

7.1.1 Approved material numbers or approved source numbers shall be distinguished from regular report and laboratory numbers by the letter "A" immediately following the approval number. All manufacturers of approved materials shall be required to reference their approval number on the shipping documents that accompany the approved material to the project.



Gary L. Robson, Director
Materials Control, Soils
and Testing Division