

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

MATERIALS PROCEDURES

PROCEDURE FOR ASPHALT MIXTURE PLANT AND TRUCK INSPECTION

1. PLANT AND EQUIPMENT INSPECTION STICKERS

- 1.1 Physical plants and equipment which prepare materials for, or deliver materials to, State projects or Purchase Orders shall be regularly inspected and approved by the DOH District personnel in which the plant is located.
- 1.2 The inspections and approval shall be confirmed by an inspection sticker supplied by the Materials Control, Soils & Testing Division (MCS&T). The inspection sticker will indicate the following:
 1. Name of inspector
 2. Plant or portion thereof, or singular piece of equipment inspected.
 3. Date of inspection
 4. Date of expiration of approval
 5. Lab Number
- 1.3 Inspections may be made at any time at the option of the Division. The status of the inspected facility shall be determined by the latest inspection. The date of expiration of approval, as noted on the latest inspection sticker, shall be the last day on which the facility is approved by the Division. The facility must have an approved status at time of production for or delivery to State projects or Purchase Orders.
- 1.4 The sole purpose of the inspection sticker is to inform all concerned that an entire plant, a portion thereof, or a singular piece of equipment has been inspected and found to substantially meet all requirements of the specifications and is, therefore, approved to supply materials to State projects. The inspection sticker shall be affixed to the equipment or displayed in other manners so that the purpose as stated above will be fulfilled.
- 1.5 The stickers shall be applied, insofar as practicable, and each District shall maintain records of these inspections in ProjectWise. The records shall include all the items listed in 1.2, a completed inspection checklist for Batch Plants or Drum Plants, and any supporting documentation.
- 1.6 A plant or portion thereof, or a singular piece of equipment, shall be approved for a period not to exceed twelve (12) months. The period of approval shall be determined, in general, by the age, physical condition, or durability of the plant or equipment, and the inspection interval shall be such that the Division will have reasonable assurance that the plant or equipment is maintained in an acceptable manner for that duration. If an Asphalt Mixture Plant, portion thereof, or singular piece of equipment is approved for a shorter period, the determining factor shall be noted on the Plant Inspection Checklist.

- 1.7 Each time a plant has been inspected, the District that performs the inspection shall notify the Asphalt Section at MCS&T, via email, at DOHAsphalt@wv.gov. MCS&T will generate a list of approved plants and post them on the [Division Webpage](#)¹.
- 1.8 Plant Inspection Checklists can be found in the [Tool Box](#) section of the Division's webpage. A flow chart and a sample of an inspection sticker can be found in Attachments 1 and 2.

2. QUALITY ASSURANCE IN ASPHALT MIXTURES

2.1 PURPOSE

The purpose of this procedure is to establish guidelines which will aid Division personnel in implementing in a prescribed and uniform manner the Division's Quality Assurance Program for Asphalt Mixtures. This program shall be directed primarily to maintain a predetermined and acceptable level of assurance that Asphalt Mixtures produced for the Division conform to their governing specifications.

2.2 DEFINITION OF TERMS

2.2.1 QUALITY ASSURANCE

Quality Assurance is an expression of confidence which the Division has in its program of acceptance testing and inspection which determines conformance of materials and construction to governing specification. A Quality Assurance Program is a planned program of acceptance testing and inspection which is conducted by the Division for the express purpose of maintaining a predetermined and acceptable level of assurance that construction materials conform to their governing specifications. Part of any Quality Assurance Program is an awareness and knowledge of the Producer's Quality Control Program and the level of Quality Control maintained by that Producer.

2.2.2 QUALITY CONTROL

Quality Control is a planned program of testing, inspection and related activities conducted by an Asphalt Mixture Producer. The purpose of QC is to measure the various properties of Asphalt Mixtures and their component materials to control these properties within the limits of their governing specifications.

2.3 GENERAL DISCUSSION

The Division and the Producer/Supplier jointly participate in a program whose primary objective is to improve the quality of Asphalt Mixtures used in highway construction. One of the outcomes of this program is that the Division will run a smaller risk of having nonconforming materials incorporated into the work, and the Producer/Supplier will run a smaller risk of having suitable materials rejected.

The following major developments are outgrowths of the Quality Assurance Program:

- 2.3.1 WVDOH Asphalt Plant Technician certification is available to the Producer/Supplier to aid in the implementation of a Quality Control Program.

<https://transportation.wv.gov/highways/mcst/pages/default.aspx>

- 2.3.2 The requirement for a Contractor to maintain equipment and qualified personnel including at least one certified Asphalt Plant Technician at each plant is specified in Section 401.6.1 of the Standard Specifications.
- 2.3.3 The requirement for a Contractor to have a field laboratory which is equipped and maintained in a specified manner to facilitate a proper Quality Control Program is specified in Section 401.9.8 of the Standard Specifications.
- 2.3.4 Asphalt Mixture plants and hauling equipment are regularly inspected by the Division, and their approval as conforming to requirements of governing specification is attested to by an inspection sticker (See Section 1 of this MP for details).
- 2.3.5 The requirement for each producer to design a Job Mix Formula (JMF) using acceptable sources and types of materials that are to be used in the work, is specified in Section 401.4.2 of the Standard Specifications. The requirement for each producer to perform JMF Field Verification, yearly, for each JMF, is specified in Section 401.6.2 of the Standard Specifications. The requirement for each producer to conduct ongoing Quality Control Testing is specified in Section 401.6.3 of the Standard Specifications. These requirements compel producers to design and maintain JMF's for each of the various mixture types to be supplied, and it guards against the possibility of source materials changing appreciably and affecting the quality of the mixtures.
- 2.4 PHYSICAL PLANT EVALUATION
District personnel will inspect and evaluate asphalt mixture plants in conformance with Section 1 of this MP. Any nonconformities shall be documented on the inspection report. A copy of the inspection data, which is specified in Subsection 1.5, shall be transmitted to MCS&T immediately after the inspection is completed.

3. PLANT APPROVAL STATUS

3.1 PLANT CERTIFICATION

- 3.1.1 When District Personnel determine that an Asphalt Plant, which is not already listed as an approved plant on the Division's Approved Source Page, has met the requirements of this Materials Procedure, the Specifications, and all other applicable Materials Procedures, they shall notify MCS&T and provide all applicable documentation and information to MCS&T Division.
- 3.1.2 District Materials personnel shall notify the subject Asphalt Plant that they are approved to begin production for WVDOT projects, using mix designs approved by MCS&T Division. MCS&T Division shall add the Asphalt Plant to the Division's Approved Products Page.

3.2 PLANT DE-CERTIFICATION

- 3.2.1 When District Personnel determine that an Asphalt Plant, which is currently listed on the Division's Approved Source Page, is not complying with the requirements of this MP, the Specifications, or any other applicable Materials Procedure, they shall immediately notify MCS&T Division and provide all applicable documentation and information to MCS&T

Division. This information shall include a summary of the reason(s) for the de-certification of the subject Asphalt Plant.

- 3.2.2 Upon review and concurrence, MCS&T Division shall immediately notify the subject Asphalt Plant and all applicable WVDOT District and Divisions that the subject Asphalt Plant is no longer approved to supply asphalt for WVDOT projects. MCS&T Division shall remove the Asphalt Plant from the Division's Approved Products Page.
- 3.2.3 If the subject Plant, which has been de-certified and removed from approved status, desires re-approval, they shall initiate the re-approval process by submitting a plan of corrective action, which addresses all of the reasons for which that Plant was de-certified. This plan of corrective action shall be submitted to the District in which the Concrete Plant is located and to MCS&T Division.

4. **TICKETING REQUIREMENTS**

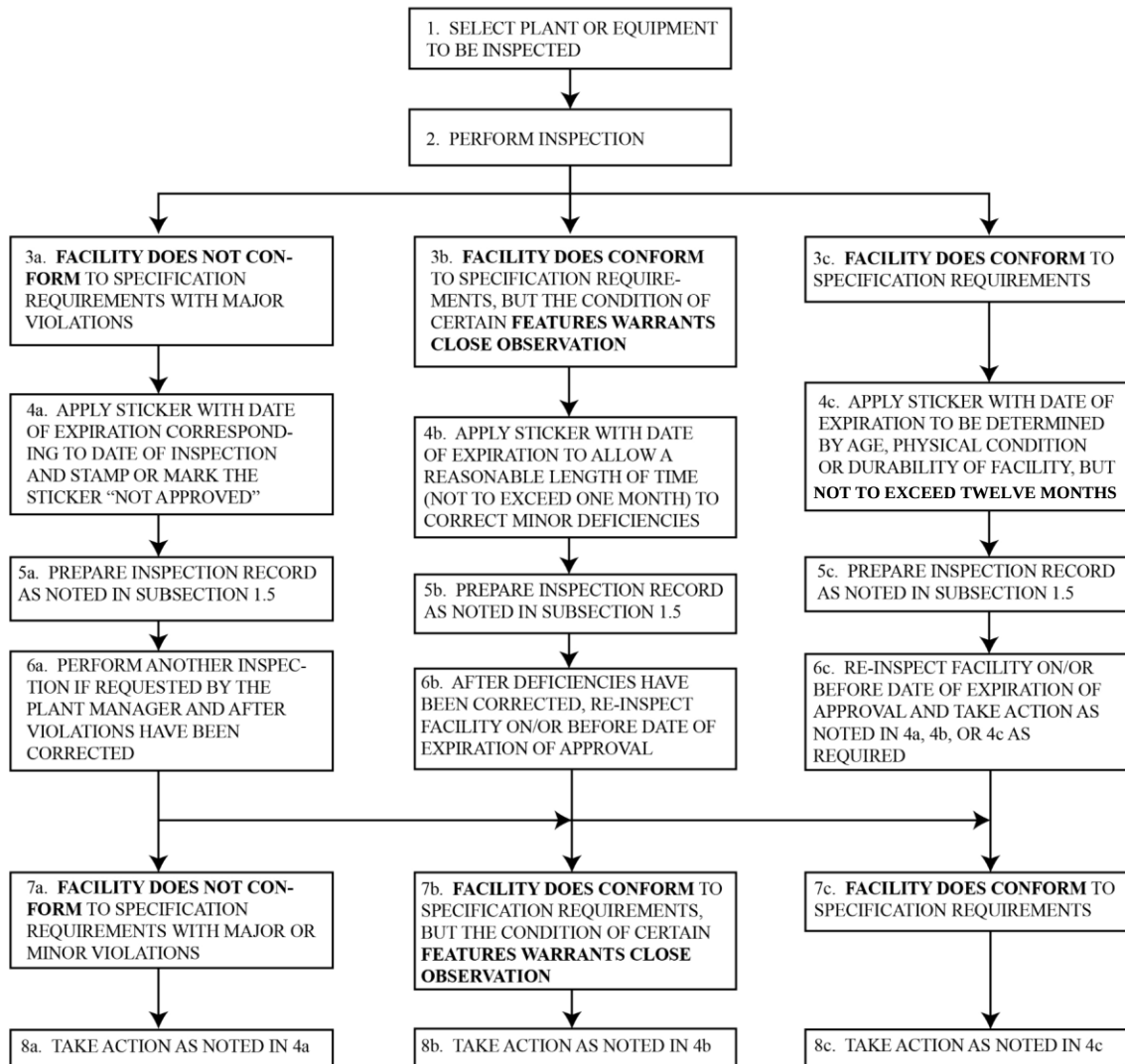
- 4.1 In addition to all other plant inspection requirements listed in this MP, and in addition to the ticketing requirements listed in Section 5.2 of MP 401.03.50, each approved asphalt mixture plant shall have the capability of providing electronic ticket delivery (e-tickets), as required by Section 109.20.1 of the Standard Specifications. In the event an asphalt mixture plant does not have the capability of providing e-ticket delivery, the plant shall not be approved. The plant shall not be reconsidered for approval until the producer can demonstrate the ability to produce e-tickets.

Michael
Mance

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Michael A. Mance, P.E.
Division Director
Materials Control, Soils & Testing Division

Plant Inspection Flow Chart



Sample Plant Inspection Sticker

West Virginia Division of Highways	
CHECKED & ACCEPTED	
INSPECTOR: _____	
DATE: _____	
LAB NUMBER: _____	
DISTRICT: _____	
DATE OF EXPIRATION	
MONTH/DAY/YEAR _____ / _____ / _____	
PLANT / TRUCK	