



Florida Department of TRANSPORTATION



Contractor QC Plan Data Entry

January 11, 2022



Contents

Introduction.....	5
Chapter 1 – QC Program Material Types on the Contractor QC Plan	7
Chapter 2 – Creating a Contractor QC Plan	8
A. Entering the QC Manager	10
B. Entering Asphalt QC Information.....	11
1. Asphalt Paving Technicians.....	11
2. Asphalt Labs.....	13
3. Asphalt Production Facilities.....	14
C. Entering Earthwork QC Information.....	15
1. Earthwork Technicians	16
2. Earthwork Labs.....	17
3. Earthwork Production Facilities	18
D. Entering Structural Concrete QC Information	21
1. Structural Concrete Technicians and other Personnel	22
2. Structural Concrete Labs.....	25
3. Structural Concrete Production Facilities.....	26
E. Other QC Program Material Types.....	28
Steel and Miscellaneous Metal and Galvanized Product Material Types	29
1. Aluminum J-Arms	29
2. Aluminum Light Poles.....	29
3. Aluminum Railing.....	30
4. Bridge Bearings	30
5. Bridge Castings	30
6. Bridge Forgings	30
7. Bridge Machinery.....	30
8. Coated Steel Fence.....	31
9. Drainage Castings (Inlet, Frame, Grating).....	31
10. Drainage Welded (Inlet, Frame, Grating).....	31
11. Elastomeric Bearing Pads	31
12. Galvanizing.....	31
13. Guardrail.....	32
14. Laminated Bearing Pads	32
15. Mast Arm	32
16. Strain Pole	32
17. CCTV Pole.....	33
18. Overhead Cantilever.....	33
19. Overhead Gantry	34
20. Overhead Monotube	34
21. Overhead Span / Truss.....	34
22. Powder Coating	35
23. Shop Metalizing	36
24. Shop Painting	37

25. Stay In-Place Forms (Uncoated)	37
26. Stay In-Place Forms (Coated)	37
27. Steel Bridge (Vehicular).....	38
28. Steel Bridge (Pedestrian).....	38
29. Steel Modular Joints	39
30. Steel Railing	40
31. Strain Pole	40
Do NOT select the following Steel and Miscellaneous Metals material types:.....	40
1. Aluminum.....	40
2. Castings and Forgings.....	40
3. Fencing.....	40
4. Hardware	41
5. Miscellaneous Metal	41
6. Painting.....	41
7. Sign Structure.....	41
8. Steel Bridge	41
Precast and Prestressed Concrete Products.....	41
1. Incidental Precast Products	41
2. Precast Drainage Structures.....	42
3. Precast Pipe	42
4. Prestressed Concrete Products.....	42
Flexible Pipe and Fiber Reinforced Materials	43
1. Fiber Reinforced Polymers	43
2. Metal Pipe.....	43
3. Plastic Pipe.....	43
Timber.....	43
F. Adding a Production Facility for Other QC Program Materials	43
G. Commercial Inspection.....	45
Chapter 3– Comments.....	48
A. Adding a Comment to the CQCP	48
B. Updating a Comment on the CQCP	48
C. Deleting a Comment on the CQCP.....	49
D. Responding to Another’s Comment.....	50
E. Updating a Response.....	51
F. Deleting a Response.....	51
Chapter 4 – Documents.....	52
A. Adding a Document to the CQCP.....	52
B. Viewing Uploaded Documents	53
C. Updating a Document Description.....	54
D. Deleting an Uploaded Document.....	55
Chapter 5 – Warnings and Error Messages.....	56
A. Warning Messages	56
B. Error Messages.....	57
Chapter 6 – Viewing a CQCP for Print	59
Chapter 7 – Deleting a CQCP	60
Chapter 8 – Reviewing the Laboratory Test Method Status	61
Chapter 9 – Submitting Portions of the CQCP for PA Review	63
A. Submitting the Asphalt Portion of the QC Plan	63
B. Submitting the Earthwork Portion of the CQCP	64
C. Submitting the Structural Concrete Portion of the QC Plan	65

D. Submitting Other Material Types	66
Chapter 10 – Revising a Rejected Portion of the CQCP	67
A. Reviewing the Rejection Reason.....	67
B. Making Corrections	67
Chapter 11 – Updating an Existing CQCP with New Materials.....	69
A. Finding the CQCP	69
1. Using the Go To field	69
2. Using the Search option	69
B. Updating the QC Manager	70
C. Adding a Material	70
D. Deleting a Material	72
Chapter 12 – CQCP Addendums	73
A. Creating an Addendum	73
1. Updating Technicians	74
2. Updating Labs	75
3. Updating Production Facilities	76
4. Updating Structural Concrete Production Facilities and Mix Designs	77
B. Submitting an Addendum	79
C. DMRO Structural Concrete Mix Design Addendum Review.....	80
D. Addendum Tracking	81
Chapter 13 – QC Manager Review Routine CQCP Review	82

Introduction

The Contractor QC Plan (CQCP) in MAC is how Contractors submit their QC plan to the Department per **Specifications Section 105** for contracts let on or after July 1, 2015. Contracts let before July 1, 2015, will continue to submit the hard copy plans with narrative information until the contract is complete. No entries are required in MAC for contracts let before July 1, 2015. The Contractor may elect to enter the information to avoid off-list flags, but that is optional.

Who creates the Contractor QC Plan? Who has access to it?

Any user with the company role of Data Entry can create a CQCP. Access to CQCPs cannot be shared with other companies by using the Grant Access feature. Once a CQCP is created by a company, it belongs to that company and cannot be updated by users in another company. The CQCP does not have to be created by the Prime Contractor. It can be created by a subcontractor or QC firm, but that company must be responsible for all data entry for all companies. For example, if the Asphalt subcontractor creates a CQCP on a contract with other materials, the Asphalt subcontractor must maintain all the material entries (not just asphalt) on behalf of the Prime Contractor. Because of this, the different companies involved will need to discuss who is creating and maintaining the CQCP for the life of the contract. System Administrators have the ability to update the company name on a CQCP. If the name is changed, then only users under the new company can update the CQCP.

What is on a CQCP?

The CQCP may include, if applicable:

- The QC Manager (always required)
- Technicians, Laboratories and Production Facilities for hot mix asphalt
- Technicians, Laboratories and Production Facilities, if applicable, for earthwork
- Technicians, Laboratories, Production Facilities, and mix designs for structural concrete
- Production Facilities for all other QC Program materials listed in Specification Section 105 except for cementitious materials
- Information related to commercial inspection notification of order for steel and miscellaneous metals, also listed in Specification Section 105 (required for some material types)
- Documents and comments related to entries on the CQCP
 - Comments for explanatory information related to statuses of technicians, laboratories, or production facilities
 - Documents for technician certification, such as QC grouting technicians or bridge personnel experience such as a résumé

Do I need a CQCP? Do I need a QC Manager?

These are two frequent questions about CQCPs:

1. Do I need a CQCP for my contract?
2. If there isn't asphalt, earthwork, or structural concrete on the contract, do I need a QC Manager?

For most contracts, the answer is yes to both questions. If there is one QC Program material from **Specifications Section 105** on the contract, you need a CQCP and a QC Manager. There are some contracts, with no work categories that do not have any of these materials. In that case, the contract does not need a CQCP or a QC Manager. These contracts are rare.

Why would you need a QC Manager when there is no asphalt, earthwork, or concrete, but there is one of the other materials? The material delivery, storage and placement of any QC Program material must be performed within the Contractor's QC Operations under the direction of a QC Manager. A CQCP is needed to inform the Department which production facility or facilities will be producing the material.

For example, a contract installing sign structures or signals could have incidental precast footers or cast in place footers. If a precast footer is used, the QC Manager must be present or available for any earthwork operations that might be needed and delivery and placement of the precast footer. The QC Manager must ensure the footer is obtained from an incidental precast production facility with an accepted Producer QC plan (PQCP) at the time the footer is produced and delivered. He must ensure the production facility is listed on the CQCP at least 7 days before the footer is produced and delivered to the project. He must ensure the footer has the appropriate certification and QC Stamp from the production facility and is stored properly if it is not immediately placed and provide the certification to the Project Administrator (PA). Finally, he must ensure that the footer is placed under appropriate QC operations.

Chapter 1 – QC Program Material Types on the Contractor QC Plan

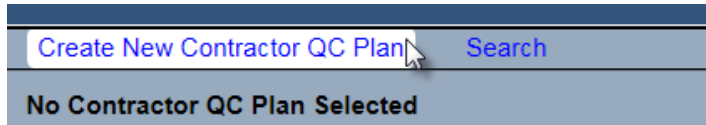
Section 105 QC Program Material	MAC Material Type	On the CQCP?
Hot Mix Asphalt	Asphalt	Yes
Structural Portland Cement Concrete	Structural Concrete	Yes
Earthwork	Earthwork	Yes
Cementitious Materials	Cement	No
	Fly Ash	
	GGBF Slag	
	Metakaolin	
	Silica Fume	
	Ultra Fine Fly Ash	
Timber	Timber	Yes
Prestressed and/or Precast Concrete Products	Incidental Precast Products	Yes
	Precast Drainage Structures	
	Precast Pipe	
	Prestressed Concrete Products	
Drainage Products	Metal Pipe	Yes
	Plastic Pipe	
Fiber Reinforced Polymer Products	Fiber Reinforce Polymers	Yes
Steel & Miscellaneous Metals & Galvanized Metal Products	Aluminum J-Arms	Yes
	Aluminum Light Poles	
	Aluminum Railing	
	Bridge Bearings	
	Bridge Castings	
	Bridge Forgings	
	Bridge Machinery	
	CCTV Pole	
	Coated Steel Fence	
	Drainage (Castings)	
	Drainage (Welded)	
	Elastomeric Bearing Pads	
	Galvanizing	
	Guardrail	
	Laminated Bearing Pads	
	Mast Arm	
	Overhead Cantilever	
	Overhead Gantry	
	Overhead Monotube	
	Overhead Span / Truss	
	Powder Coating	
	Shop Metalizing	
	Shop Painting	
	Stay In-Place Forms – Coated	
	Stay In-Place Forms – Uncoated	
	Steel Bridge (Pedestrian)	
	Steel Bridge (Vehicular)	
	Steel Mast Lighting	
	Steel Modular Joints	
	Steel Railing	
Strain Pole		
OLDER STEEL AND MISCELLANEOUS METALS MATERIAL TYPES – DO NOT USE	Aluminum	NO
	Castings and Forgings	
	Fencing	
	Hardware	
	Miscellaneous Metals	
	Painting	
Steel Bridge		

Chapter 2 – Creating a Contractor QC Plan



1. Select the Contractor QC Plan menu option.

You will be navigated to the Contractor QC Plan screen. The first time you navigate to this location, the screen will be blank. After you create your first CQCP, you will be navigated to the last CQCP you created.



2. Select the Create New Contractor QC Plan option.

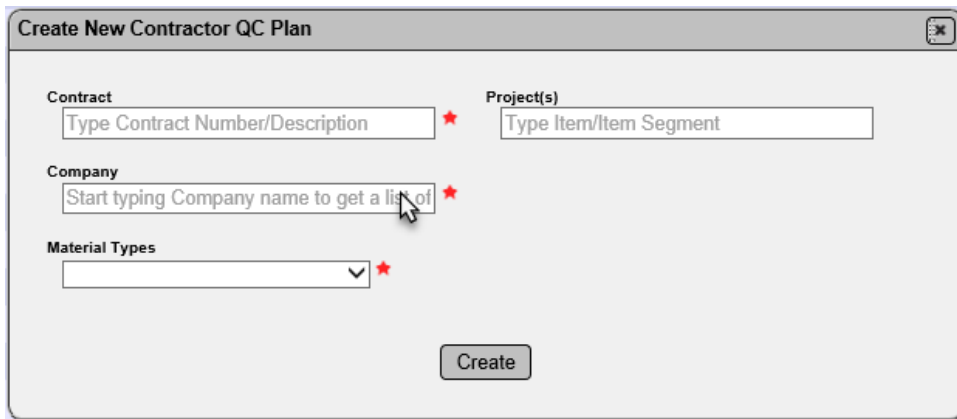
A Create New Contractor QC Plan dialog box will appear.

NOTE: A ★ indicates a required field.

A screenshot of the 'Create New Contractor QC Plan' dialog box. The dialog box has a title bar with the text 'Create New Contractor QC Plan'. Inside the dialog box, there are several fields: 'Contract' with a dropdown menu showing 'Type Contract N 3 A description' and a red star icon; 'Project(s)' with a dropdown menu showing '3 B /Item Segment'; 'Company' with a dropdown menu showing 'ABC Road Company 4'; and 'Material Types' with a dropdown menu showing '5' and a red star icon. At the bottom of the dialog box, there is a 'Create' button.

3. **Contract** – enter the contract by either:
 - A. **Contract** – enter the Contract Id and selecting it from the list or
 - B. **Project(s)** – enter a Financial Project Id on the contract and selecting it from the list

If the Contract Id is supplied, MAC will populate all the Financial Project Id(s) on the contract. If a Financial Project Id is supplied, MAC will populate the Contract Id and any additional Financial Project Ids on the contract of the Financial Project Id you supplied.

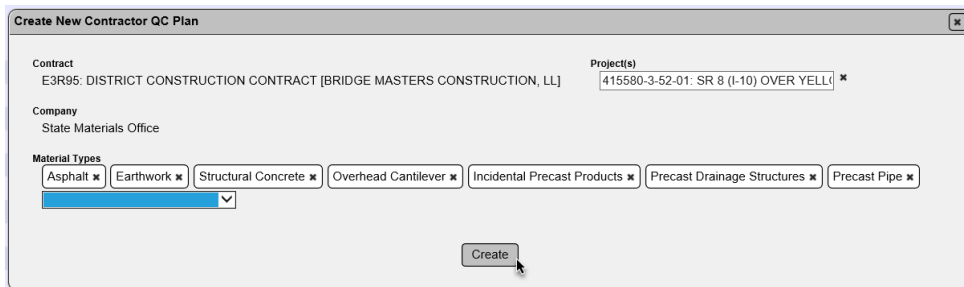


4. **Company** – this field does not appear if the user is assigned to only one company profile. MAC derives the Company from the Company Name the user is assigned to and autopopulates the field. Users assigned to more than one company may see an updateable field . Enter a partial of full company name and select it from the returned list.

5. **Material Types** – select the Material Types that will be on the contract.

NOTE: All material types do not need to be selected at the initial creation of the CQCP. In many cases, the Contractor will not know all the sources for the material types when the first QC operations begin. Additional material types can be added later as they become known as long as they meet the reporting requirements of **Specifications Section 105**. The PA and Materials Offices will need time to review the entries for new materials.

NOTE: The material types that trigger commercial inspection are connected to the commercial inspection tab and require at least 30 days notice so the commercial inspection firm can be scheduled at the fabrication production facility.



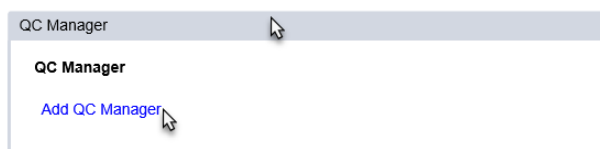
6. Select the Create option to create the Contractor QC Plan.

MAC will create the entry for this contract and add tabs for each material selected. It will also add a tab for the QC Manager on every contract. If one of the material types that triggers commercial inspection is selected, a tab for commercial inspection will be added.

You will receive a message that the CQCP was successfully created.

Create Contractor QC Plan was successful

A. Entering the QC Manager



1. Click on the QC Manager tab to expand it.
2. Click on the Add QC Manager option.

An Add QC Manager dialog box will appear.

3. **Technician** – enter the name or TIN of the QC Manager and select the entry from the returned list. MAC will review the CTQP database and designate if the person is qualified as a QC Manager.
4. **Phone Type** – select a phone type from the dropdown.
5. **Number** – enter the contact phone number for the QC Manager in the Number field.
6. **Extension** – enter an extension in the Extension field, if applicable.
7. **+** – if additional phone numbers are desired, select the + to add fields for additional phone numbers. Enter the Type, Number and Extension, as applicable.
8. **Is Primary** – if additional phone numbers are added, select the Is Primary option next to the phone number that should be used as the primary contact.
9. **Email** – enter the QC Manager's email in the Email field.
10. Select the Save option.

You will receive a message that the QC Manager was added successfully.

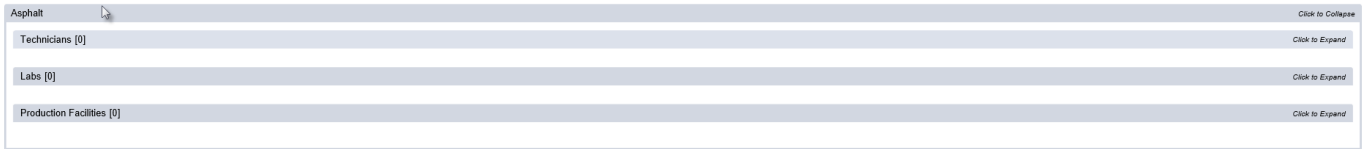
Add Contractor QC Plan Contact was successful

NOTE: The Submit function for any material will not appear until the QC Manager is entered.

NOTE: You can provide optional information for a backup QC Manager, if desired. The information for entering the backup is the same as entering the primary QC Manager.

B. Entering Asphalt QC Information

If the material type Asphalt is selected, the information that must be included is the QC field technicians, QC laboratories, and asphalt production facilities.



The screenshot shows a web interface for entering QC information for Asphalt. At the top, there is a tab labeled 'Asphalt' with a 'Click to Collapse' button. Below it are three sub-tabs: 'Technicians [0]', 'Labs [0]', and 'Production Facilities [0]'. Each sub-tab has a 'Click to Expand' button on its right side.

1. Click on the Asphalt tab to expand it.

You will see 3 sub tabs: Technicians; Labs; and Production Facilities.

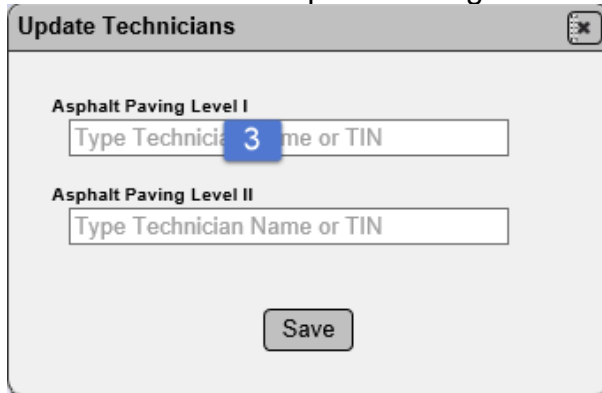
1. Asphalt Paving Technicians



The screenshot shows the 'Technicians [0]' sub-tab expanded. It displays the text 'No Technicians have been set up' and an 'Update' button in the top right corner.

1. Click on the Technicians sub tab to expand it.
2. Click on the Update option.

An Update Technicians dialog box will appear. The technicians that need to be supplied on the CQCP are the Asphalt Paving Level I and Asphalt Paving Level II technicians.



The screenshot shows the 'Update Technicians' dialog box. It has two input fields: 'Asphalt Paving Level I' with the placeholder text 'Type Technician Name or TIN' and a blue '3' next to it, and 'Asphalt Paving Level II' with the placeholder text 'Type Technician Name or TIN'. There is a 'Save' button at the bottom.

3. **Asphalt Paving Level I** – enter the name or TIN of the first Asphalt Paving Level I and select the appropriate person from the list.

NOTE: The Asphalt Plant Level I and Asphalt Plant Level II are designated in the Producers' QC plans (PQCPs) and are not required to be entered on the CQCP.

4. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Asphalt Paving Level I technicians until your list is complete.
5. **Asphalt Paving Level II** – enter the name or TIN of the first Asphalt Paving Level II and select the appropriate person from the list. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Asphalt Paving Level II technicians until your list is complete.
6. Select the Save option.

You will receive a message that the technicians were successfully updated.

Update Technicians was successful

The Asphalt Technicians sub tab will be updated with the technicians and a qualification status.

Technicians [4]		
TIN/Name	Qualification Status	Expiration Date
Asphalt Paving Level I		
F12345678	Not Qualified	
F12345678	Not Qualified	
Asphalt Paving Level II		
W12345678	Not Qualified	
M12345678	Not Qualified	

If the technicians are qualified, an Expiration Date will appear. Make note of the date to ensure the technicians will remain qualified throughout the life of the asphalt QC operations. If a technician is not qualified in CTQP, the qualification status will show Not Qualified. If this appears to be incorrect, check the CTQP database. If the CTQP database shows the technician is qualified, submit an FDOT service desk ticket indicating that the technician is qualified in CTQP but is showing as Not Qualified in MAC.

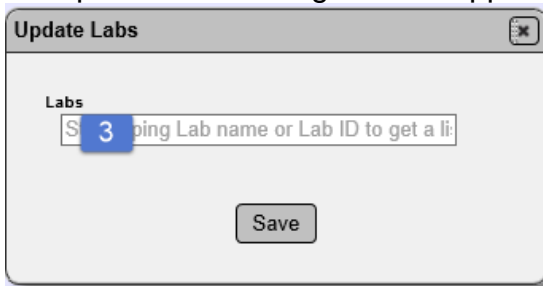
NOTE: An unqualified technician is not grounds for the CQCP to be rejected. If the technician's qualification can be reinstated before the asphalt paving operations begin, notify the PA of the steps to be taken to reinstate the technician.

2. Asphalt Labs

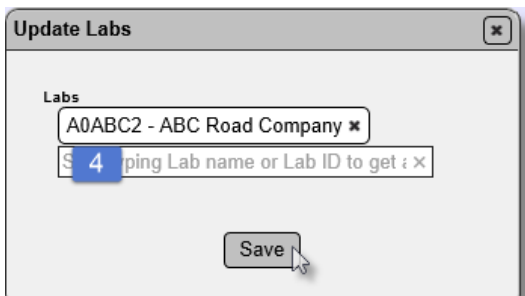


1. Click on the Labs sub tab to expand it.
2. Click on the Update option.

An Update Labs dialog box will appear.



3. **Labs** – enter the Lab Id or description of the first asphalt lab. Select the lab from the returned list.



4. As soon as you select the first asphalt lab, a new field will appear so you can select another asphalt lab. Continue to select asphalt labs until your list is complete.
5. Select the Save option.

You will receive a message that the labs were updated successfully.

Update Labs was successful

The lab sub tab will be updated with an overall lab status. This does not guarantee that the lab is qualified in the test methods required for asphalt testing. The first example lab is qualified in all asphalt test methods. The second one is not. Both have an overall lab status of qualified. Do not rely on this status as an indicator that the lab is qualified to perform asphalt testing. See [Chapter 8 – Reviewing the Laboratory Test Method Status](#).

Labs [2]		
Lab	City	Lab Status
A0ABC2 - ABC Road Company	Hometown, FLORIDA	Qualified
C0ABC1 - ABC Road Company	Gainesville, FLORIDA	Qualified

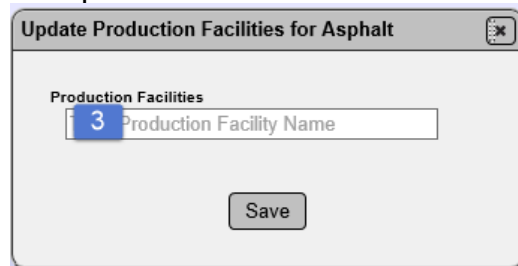
NOTE: The PA will verify that the laboratories listed have the appropriate test methods in a valid status. If the laboratories are not qualified to perform the testing, it is not grounds for the CQCP to be rejected. Notify the PA of the steps to be taken to ensure the labs are qualified in the appropriate test methods before QC testing begins.

3. *Asphalt Production Facilities*

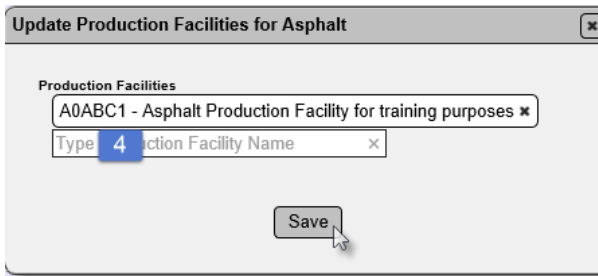


1. Click on the Production Facilities sub tab to expand it.
2. Click on the Update option.

An Update Production Facilities for Asphalt dialog box will appear.



3. **Production Facilities** – enter the Production Facility Id or description of the first asphalt production facility in the Production Facilities field. Select the production facility from the returned list.



4. As soon as you select the first asphalt production facility, a new field will appear so you can select another asphalt production facility. Continue to select asphalt production facilities until your list is complete.

5. Select the Save option.

You will receive a message that the Asphalt production facilities were successfully updated.

Update Production Facilities for Asphalt was successful

The production facilities sub tab will be updated to include the asphalt production facility status.

Production Facilities [1]		
Production Facility	City	Status
A0ABC1 - Asphalt Production Facility for training purposes	Hometown, FLORIDA	Under Review [3/21/2017]

NOTE: If the asphalt production facilities do not currently have an acceptable PQCP, it is not grounds for the CQCP to be rejected. Notify the PA of the steps to be taken to ensure the PQCP will be in an acceptable status before the hot mix asphalt is produced and delivered to the contract.

C. Entering Earthwork QC Information

If the material type Earthwork is selected, the information must be included is the field technicians, the soils laboratories, and possibly the aggregate production facilities.



1. Click on the Earthwork tab to expand it.

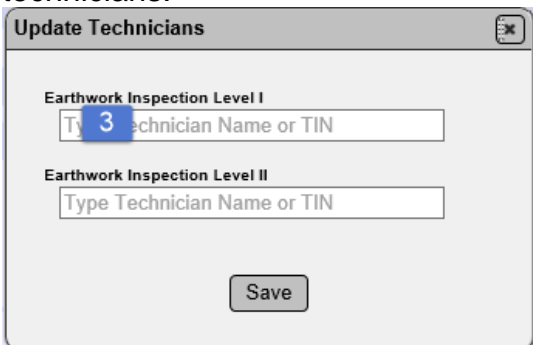
You will see 3 sub tabs: Technicians; Labs; and Production Facilities.

1. **Earthwork Technicians**



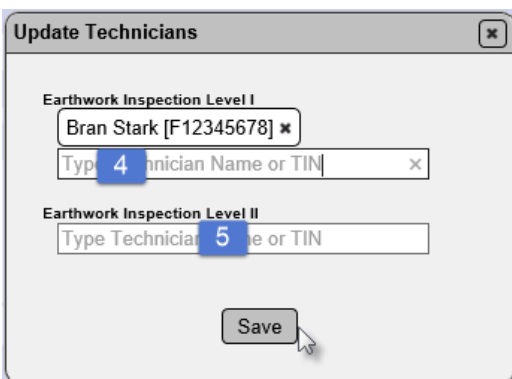
1. Click on the Technicians sub tab to expand it.
2. Click on the Update option.

An Update Technicians dialog box will appear. The technicians that need to be supplied on the CQCP are the Earthwork Inspection Level I and Earthwork Inspection Level II technicians.



NOTE: The soils testing technicians are covered under the Soils laboratory Lab Qualification. The labs will be selected under the Labs sub tab.

3. **Earthwork Inspection Level I** – enter the name or TIN of the first Earthwork Inspection Level I and select the appropriate person from the list.



4. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Earthwork Inspection Level I technicians until your list is complete.
5. **Earthwork Inspection Level II** – enter the name or TIN of the first Earthwork Inspection Level II and select the appropriate person from the list. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Earthwork Inspection Level II technicians until your list is complete.
6. Select the Save option.

The Earthwork Technicians sub tab will be updated with the technicians and a qualification status.

TIN/Name	Qualification Status	Expiration Date
Earthwork Inspection Level I		
F12345678	Not Qualified	
T12345678	Not Qualified	
Earthwork Inspection Level II		
F12345678	Not Qualified	

If the technicians are qualified, an Expiration Date will appear. Make note of the date to ensure the technicians will remain qualified throughout the life of the asphalt QC operations. If a technician is not qualified in CTQP, the qualification status will show Not Qualified. If this appears to be false, check the CTQP database. If the CTQP database designates the technician as qualified, submit an FDOT service desk ticket indicating that the technician is qualified in CTQP but is showing as Not Qualified in MAC.

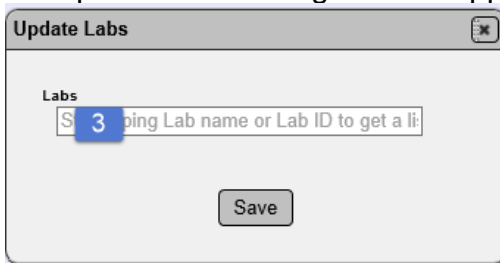
NOTE: An unqualified technician is not grounds for the CQCP to be rejected. If the technician's qualification can be reinstated before the earthwork operations begin, notify the PA of the steps to be taken to reinstate the technician.

2. *Earthwork Labs*

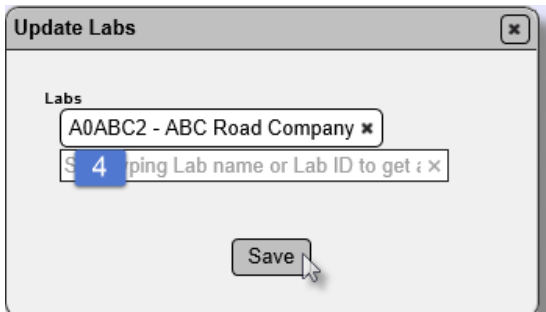


1. Click on the Labs sub tab to expand it.
2. Click on the Update option.

An Update Labs dialog box will appear.

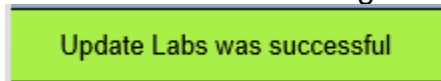


3. **Labs** – enter the Lab Id or description of the first soils lab. Select the lab from the returned list.



4. As soon as you select the first soils lab, a new field will appear so you can select another soils lab. Continue to select soils labs until your list is complete.
5. Select the Save option.

You will receive a message that the labs were updated successfully.



The lab sub tab will be updated with an overall lab status. This does not guarantee that the lab listed is qualified in the test methods required for soils testing. Do not rely on this status as an indicator that the lab is qualified to perform soils testing. See [Chapter 8 – Reviewing the Laboratory Test Method Status](#).

Labs [2]		
Lab	City	Lab Status
A0ABC2 - ABC Road Company	Hometown, FLORIDA	Qualified
C0ABC1 - ABC Road Company	Gainesville, FLORIDA	Qualified

NOTE: The PA will verify that the laboratories listed have the appropriate test methods in a valid status. If the laboratories are not qualified to perform the testing, it is not grounds for the CQCP to be rejected. Notify the PA of the steps to be taken to ensure the labs are qualified in the appropriate test methods before QC testing begins.

3. *Earthwork Production Facilities*

There will be times when the aggregate source for certain earthwork materials will have to be listed on the CQCP.



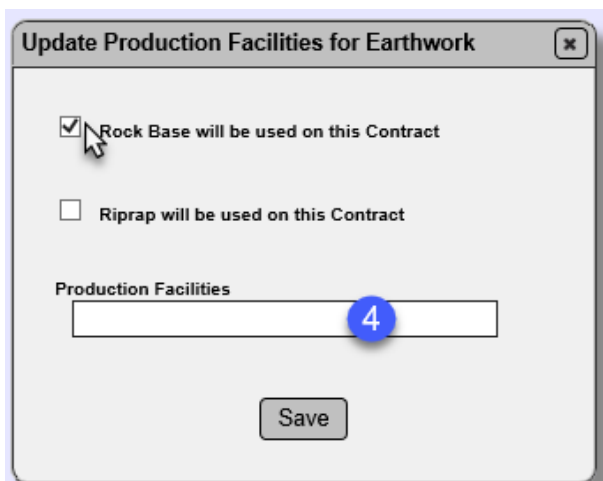
1. Click on the Production Facilities sub tab to expand it.
2. Click on the Update option.

An Update Production Facilities for Earthwork dialog box will appear.



There are two indicators on the dialog box: one for rock base (MAC Material 200), and one for Riprap (MAC Material 530). These indicators will trigger additional fields on the dialog box.

NOTE: If the contract does not have rock base and does not have riprap, this sub tab does not need to be completed. If the contract has one or both, the aggregate production facility or facilities supplying the products must be listed.



3. **Rock Base will be used on this Contract** – if there is rock base product being transported to the project from an aggregate production facility, select the Rock Base will be used on this Contract indicator. A Production Facilities field will appear.

4. **Production Facilities** – enter the Production Facility Id or description of the first rock base production facility in the Production Facilities field. Select the appropriate production facility from the returned list.

NOTE: You can only select an approved aggregate production facility with at least one approved base product. If the production facility you enter is not approved or if the production facility is approved, but does not have any approved base products, the field will display No Entries Found even though the production facility may be on the Aggregate Production Facility Listing.

5. As soon as you select the first base aggregate production facility, a new field will appear so you can select another, if applicable. Continue to select aggregate production facilities until your list is complete.

NOTE: Material placed under **Specification Section 283**, is listed as a category under MAC Spec 200.

The screenshot displays a table with the following data:

Material/Spec Id	Material Title	Specification Category	Spec Type ?	Workbook Id	Version	Version Reason	Status
200	Rock Base	Project	Supplemental Specification	01/2015	2.4	Update	Official

Additional fields shown include:

- Method of Acceptances: Sampling And Testing
- Sample Levels: IV, QC, RT, VT
- Owner (Technical Unit): Earthwork
- Contact Email: SM-MACSoilsEarthwork
- Last Updated By: Dino Jameson
- Last Updated On: 1/27/2017 11:44:26 AM

STRG Instructions ?

Spec Categories/Sample Purposes

Spec Categories

- Non-Pit Proctor Method: Mainline Only or Whole Width of the Roadway
- Non-Pit Proctor Method: Non-Mainline Roadway Only
 - Optional Base (OBG)
 - 283 RAP Base
- Pit Proctor Method: Mainline Only or Whole Width of the Roadway

Sample Purposes

- Pit Proctor Method

If the material represented by this Category / Type combination is the only base material on the contract, do not select the Rock Base will be used on this Contract indicator. No aggregate production facility needs to be selected for material under the 283 RAP Base type.

NOTE: These fields are restricted to production facilities with the material type of aggregate. The Aggregate Control Program has the same production facility numbering system as structural concrete production facilities except those have a hyphen where aggregate mines do not. 26998 is an aggregate mine in Alachua County. 26-998 is a structural concrete production facility in Alachua County.

The dialog box contains the following elements:

- Rock Base will be used on this Contract
- Riprap will be used on this Contract
- Production Facilities: [Empty text input field]
- Save button

6. **Riprap will be used on this Contract** – if there is riprap being transported to the project from an aggregate production facility, select the Riprap will be used on this Contract indicator. You will not receive a new production facility field if you have already indicated that there will be rock base on the contract.

7. **Production Facilities** – enter the Production Facility Id or description of the first riprap production facility. Select the appropriate production facility from the returned list. In the same example, 26990 is also has at least one approved riprap product so it works for both rock base and riprap.

NOTE: You can only select an approved aggregate production facility with at least one approved rip rap product. If the production facility you enter is not approved or if the production facility is approved, but does not have any approved rip rap products, the list will display No Entries Found, even though the production facility may be on the Aggregate Production Facility Listing.

8. As soon as you select the first base aggregate production facility, a new field will appear so you can select another, if applicable. Continue to select aggregate production facilities until your list is complete.

9. Select the Save option.

You will receive a message that the Earthwork production facilities were successfully updated.

Update Production Facilities for Earthwork was successful

The production facilities sub tab will be updated to include the aggregate production facility status.

Production Facility	City	Status
26990 - Ever Ready Aggregate Training Aggregate Mine	Gainesville, FLORIDA	Approved [2/6/2017]

D. Entering Structural Concrete QC Information

If the material type Structural Concrete is selected, the information must that be included is field technicians, laboratories, and the structural concrete production facilities with mix designs.

Structural Concrete	Click to Collapse
Technicians [2]	Click to Expand
Labs [1]	Click to Expand
Production Facilities [1]	Click to Expand

1. Click on the Structural Concrete tab to expand it.

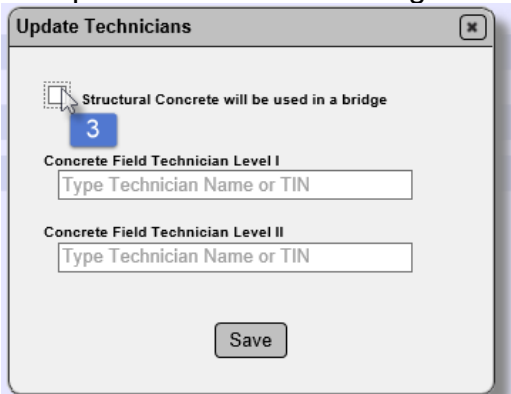
You will see 3 sub tabs: Technicians; Labs; and Production Facilities.

1. Structural Concrete Technicians and other Personnel

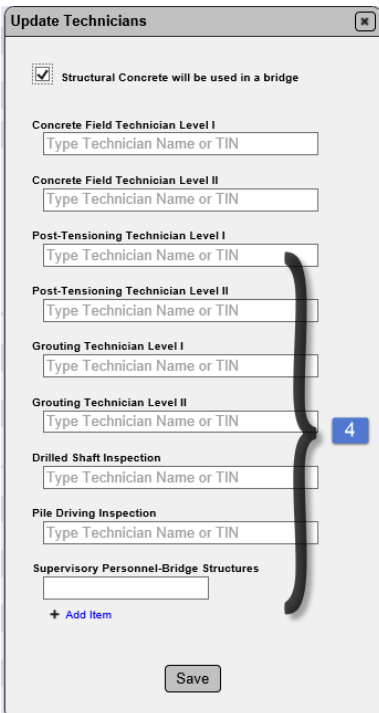


1. Click on the Technicians sub tab to expand it.
2. Click on the Update option.

An Update Technicians dialog box will appear.



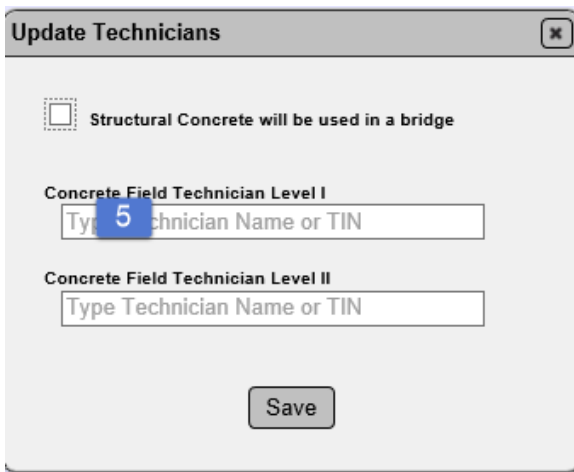
3. **Structural Concrete will be used in a bridge** – if the structural concrete on the contract will be used in a bridge, select the Structural Concrete will be used in a bridge indicator. The dialog box will be expanded to include other qualification areas associated with bridges.



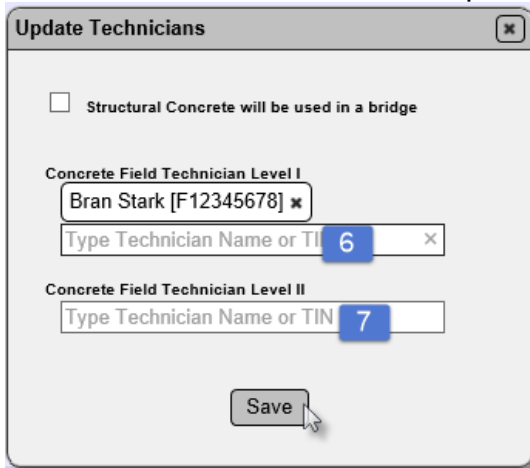
4. Depending on the type of bridge and specific contract requirements, there may be a requirement for QC personnel for any of these qualification areas.

Except for the Concrete Field Level I and Concrete Field Level II, all fields are optional. The QC Manager and PA ensure that if the entries are required on a specific contract, the personnel are indicated on these fields. If different types of supervisors are required by the contract (for example a foreman and a post tensioning supervisor, select the + next to the Add Item option to add an additional field to designate the additional supervisor. For Supervisory personnel, documentation supporting the person's qualifications should be attached to the CQCP. See [Chapter 4 – Documents](#).

NOTE: Some of these qualifications under this section do not get checked against the CTQP database. That is because either the certification data is not in CTQP, or it is not kept current. To ensure the PA can approve the structural concrete portion of the CQCP when these qualifications are required by the contract, attach a copy of the latest current certification for these personnel under the documents tab.



5. **Concrete Field Technician Level I** – enter the name or TIN of the first Concrete Field Level I and select the appropriate person from the list. Unlike the QC Manager, you will not see if this person is qualified until you save the entries in the dialog box. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Earthwork Inspection Level II technicians until your list is complete.



6. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Concrete Field Level I technicians until your list is complete.

7. **Concrete Field Technician Level II** – enter the name or TIN of the first Concrete Field Level II and select the appropriate person from the list. As soon as you select the first technician, a new field will appear so you can select another technician. Continue to select Concrete Field Level II technicians until your list is complete.

8. Enter other names or TINS for any other qualifications, as appropriate, if the bridge indicator was selected.

9. Select the Save option.

NOTE: The concrete lab technicians are covered under the structural concrete laboratory Lab Qualification which will be selected under the Labs sub tab.

You will receive a message that the technicians were successfully updated.

Update Technicians was successful

The Structural Concrete Technicians sub tab will be updated with the technicians and other personnel and a qualification status, if applicable. An N/A in the qualification status indicates that the qualification area is not reviewed by MAC against the CTQP database. These will need to be confirmed manually.

TIN/Name	Qualification Status	Expiration Date
Grouting Technician Level I		
F12345678	Not Qualified	
Grouting Technician Level II		
M12345678	Not Qualified	
Post-Tensioning Technician Level I		
F12345678	N/A	
Post-Tensioning Technician Level II		
F12345678	N/A	
Drilled Shaft Inspection		
M12345678	N/A	
Pile Driving Inspection		
F12345678	Not Qualified	
Supervisory Personnel-Bridge Structures		
John Smith	N/A	
Concrete Field Technician Level II		
F12345678	Not Qualified	

If the technicians are qualified, an Expiration Date will appear. Make note of the date to ensure the technicians will remain qualified throughout the life of the structural concrete QC operations. If a technician is not qualified in CTQP, the qualification status will show Not Qualified. If this appears to be false, check the CTQP database. If the CTQP database designates the technician as qualified, submit an FDOT service desk ticket indicating that the technician is qualified in CTQP but is showing as Not Qualified in MAC.

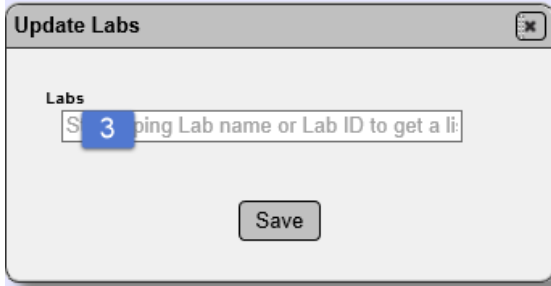
NOTE: An unqualified technician is not grounds for the CQCP to be rejected. If the technician's qualification can be reinstated before the structural concrete operations begin, notify the PA of the steps to be taken to reinstate the technician.

2. Structural Concrete Labs

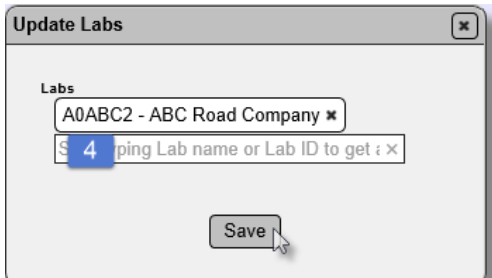


1. Click on the Labs sub tab to expand it.
2. Click on the Update option.

An Update Labs dialog box will appear.



3. **Labs** – enter the Lab Id or description of the first structural concrete lab. Select the lab from the returned list.



4. As soon as you select the first structural concrete lab, a new field will appear so you can select another structural concrete lab. Continue to select structural concrete labs until your list is complete.
5. Select the Save option.

You will receive a message that the labs were updated successfully.

Update Labs was successful

The lab sub tab will be updated with an overall lab status. This does not guarantee that the lab listed is qualified in the test methods required for structural concrete testing. Do not rely on this status as an indicator that the lab is qualified to perform structural concrete testing. See [Chapter 8 – Reviewing the Laboratory Test Method Status](#).

Labs [2]		
Lab	City	Lab Status
A0ABC2 - ABC Road Company	Hometown, FLORIDA	Qualified
C0ABC1 - ABC Road Company	Gainesville, FLORIDA	Qualified

NOTE: The PA will verify that the laboratories listed have the appropriate test methods in a valid status. If the laboratories are not qualified to perform the testing, it is not grounds for the CQCP to be rejected. Notify the PA of the steps to be taken to ensure the labs are qualified in the appropriate test methods before QC testing begins.

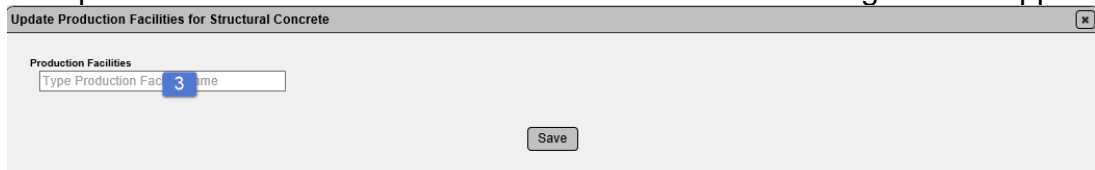
3. **Structural Concrete Production Facilities**

The structural concrete production facilities producing for the contract must be listed on the CQCP. In addition, the structural concrete mix designs must be listed for each production facility. This portion of the CQCP must be kept up to date to ensure there are no off-list flags on the concrete samples. Off-list flags on samples could be grounds for suspending the structural concrete portion of the QC Operations for failure to notify the Department in a timely manner.



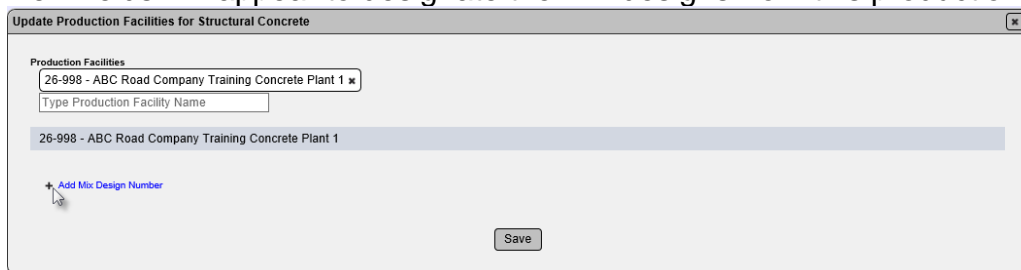
1. Click on the Production Facilities sub tab to expand it.
2. Click on the Update option.

An Update Production Facilities for Structural Concrete dialog box will appear.



3. **Production Facilities** – enter the Production Facility Id or description of the first structural concrete production facility in the production facilities field. Select the production facility from the returned list.

New fields will appear to designate the mix designs from this production facility.



4. **+ Add Mix Design Number** – select the + next to the Add Mix Design Number option.

More new fields will appear.

5. **Mix Design** – select the mix design from the drop-down list. The list is filtered to mix designs that are assigned to the same company as the structural concrete production facility.

6. **Environmental Code** – select the appropriate most extreme environment the mix design will be used in. This is an optional field and should be supplied if it is known.

7. **Intended Use** – enter the Intended Use if known. Some users are supplying the mix design category and type. This information from the mix design is displayed when it is selected in #5. So, it is not necessary to repeat the information in the intended use field.

NOTE: This is an optional field. In many cases, the intended use may not be known at the time the Contractor QC Plan is created or updated.

8. **x Remove** – if you inadvertently enter a mix design and need to remove it, select the X next to the Remove option.

9. **+ Add Mix Design Number** – select the + next to the Add Mix Design Number option to get another row of blank fields.

10. Continue to enter mix designs until all mix designs that will be supplied by this production facility are listed.

11. Select the Save option.

You will receive a message that the production facilities were updated successfully.

Update Production Facilities for Structural Concrete was successful

The production facilities sub tab will be updated to include the structural concrete production facility status. It will also be updated to show the District Materials and Research Office (DMRO) Structural Concrete Program Maintenance User (PMU) review of the structural concrete mix designs suitability for the contract.

Production Facility	City	Status
0	PORT CHARLOTTE, FLORIDA	QC Plan Accepted for Structural Concrete [1/11/2017]

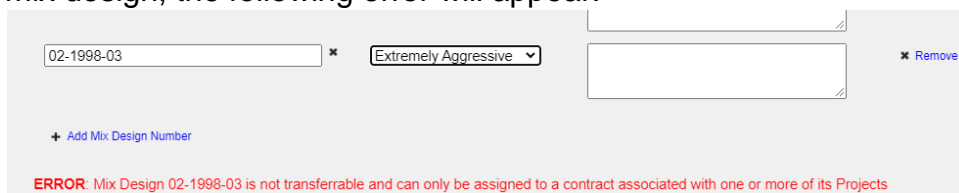
Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed
01-	1 Class II (3400 PSI) / Conventional			No	
01-	Class IV (5500 PSI) / Conventional			No	
01-	5 Class I (3000 PSI) / Conventional			No	

Showing 1 to 3 of 3

NOTE: If the structural concrete production facilities do not currently have an acceptable PQCP, it is not grounds for the CQCP to be rejected. Notify the PA of the steps to be taken to ensure the Producer's QC Plan will be in an acceptable status before the structural concrete is produced and delivered to the contract.

NOTE: DO NOT enter the structural concrete production facility and mix designs being used to produce prestressed concrete products in this portion of the CQCP. The structural concrete tab and information under it is only intended to record the structural concrete production facilities and mix designs used for cast in place structural concrete only.

NOTE: If a project specific mix design with a Financial Project Number (FPN) assigned on the mix is selected on a CQCP that does not have the FPNs on the contract that are on the mix design, the following error will appear.



Notify the State Materials Office Physical Lab. If the mix design meets the project specific requirements for your contract, they can assign the appropriate FPNs. If it does not, they will let you know that you need a different mix design.

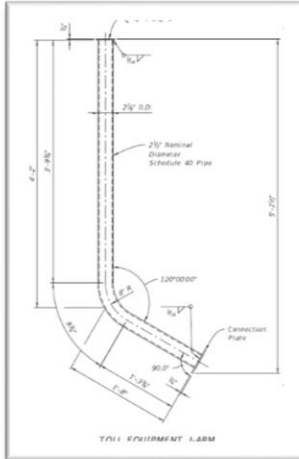
E. Other QC Program Material Types

There are many material types under the Quality Control Program that may need to be designated on the CQCP. This section describes each material type and when they may need to be included on the CQCP. The information below is intended to provide general guidelines. If you are not sure if a CQCP needs to include one of these materials, contact the appropriate local DAC or the SMO technical unit expert for that material type ([FDOT: State Materials Office - MAC Contacts](#)).

Steel and Miscellaneous Metal and Galvanized Product Material Types

1. *Aluminum J-Arms*

Select this material type when there are aluminum J-arms have been identified for use on the project and are planned to be used on an overhead sign structure.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

2. *Aluminum Light Poles*

Select this material type when there are standard aluminum light poles have been identified for use on the project.



3. *Aluminum Railing*

Select this material type when aluminum railing has been identified for use on the project. This applies to all designs.

4. *Bridge Bearings*

Select this material type when steel bridge bearings (such as rocker, roller, pot, disc, spherical, sliding, or guide) have been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

5. *Bridge Castings*

Select this material type when structural castings have been identified for use on the project. This applies to cast components for use in bridge machinery.

6. *Bridge Forgings*

Select this material type when bridge forgings have been identified for use on the project. This applies to forged components for use in bridge machinery.



7. *Bridge Machinery*

Select this material type when bridge machinery has been identified for use on the project.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

8. Coated Steel Fence

Select this material type when coated steel fence has been identified for use on the project. This includes but is not limited to PVC coated, powder coated or aluminized fence.

9. Drainage Castings (Inlet, Frame, Grating)

Select this material type when drainage components made of steel or iron cast material have been identified for use on the project. This includes but is not limited to manhole covers, inlets, frames, and gratings.

10. Drainage Welded (Inlet, Frame, Grating)

Select this material type when drainage components made of welded steel have been identified for use on the project. This includes but is not limited to inlets, frames, and gratings.

11. Elastomeric Bearing Pads

Select this material type when ancillary bridge bearing pads made of an elastomer have been identified for use on the project.

12. Galvanizing

If an element is being galvanized in the fabrication shop, select the production facility that will provide the galvanizing on the element. If your company has not selected the galvanizing production facility and you are not sure which galvanizing production facility is being used, contact the fabricator to find out which galvanizing production facility to select. Some Steel and Miscellaneous Metal Fabricators have galvanizing capabilities at their own fabrication shop. This is covered under their PQCP, and these are not listed separately as a galvanizer. If the fabricator does not have galvanizing capabilities, the galvanizer used must be shown in the CQCP. Some examples of galvanized materials are guardrail and stay in place forms.



13. Guardrail

Select this material type when w-beam or thrie-beam guardrail have been identified for use on the project.



14. Laminated Bearing Pads

Select this material type when steel reinforced bridge bearing pads have been identified for use on the project.

15. Mast Arm

Select this material type when steel mast arms have been identified for use on the project.



16. Strain Pole

Select this material type when strain poles have been identified for use on the project.

17. CCTV Pole

Select this material type when CCTV poles have been identified for use on the project.



18. Overhead Cantilever

Select this material type when overhead cantilevers have been identified for use on the project.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

19. Overhead Gantry

Select this material type when overhead gantry has been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

20. Overhead Monotube

Select this material type when overhead monotube(s) have been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

21. Overhead Span / Truss

Select this material type when overhead span or trusses have been identified for use on the project.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

22. Powder Coating

If a metal element is being powder coated in the fabrication shop, select the powder coating production facility that will provide the powder coating the element. If your company has not selected the powder coating production facility and you are not sure which powder coating production facility is being used, contact the fabricator to find out which powder coating production facility to select. Some Steel and Miscellaneous Metal Fabricators have powder coating capabilities at their own fabrication shop. This is covered under their PQCP, and these are not listed separately as a powder coater. If the fabricator does not have powder coating capabilities, the powder coating production facility used must be shown in the CQCP.



23. Shop Metalizing

If a metal element is being metalized in the fabrication shop, select the production facility that will be metalizing the element. If your company has not selected the metalizing production facility and you are not sure which metalizing production facility is being used, contact the fabricator to find out which metalizing production facility to select. Some Steel and Miscellaneous Metal Fabricators have metalizing capabilities at their own fabrication shop.

This is covered under their PQCP, and these are not listed separately as a metalizer. If the fabricator does not have metalizing capabilities, the metalizing production facility used must be shown in the CQCP. This is only for shop metalizing of metal not for field metalizing or painting of metal or concrete. On-site (project) metalizing is governed by these requirements and is not considered a Quality Control Program Material covered by **Specifications Section 105**.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

24. *Shop Painting*

If a metal element is being painted in the fabrication shop, select the production facility that will be painting the element. If your company has not selected the painting production facility and you are not sure which painting production facility is being used, contact the fabricator to find out which painting production facility to select. Some Steel and Miscellaneous Metal Fabricators have painting capabilities at their own fabrication shop.

This is covered under their PQCP, and these are not listed separately as a painter. If the fabricator does not have painting capabilities, the painting production facility used must be shown in the CQCP. This is only for shop painting of metal not for field painting of metal or concrete. Field painting falls under **Specification Section 561** which details the company and personnel requirements. On-site (project) painting is governed by these requirements and is not considered a Quality Control Program Material covered by **Specification Section 105**.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

25. *Stay In-Place Forms (Uncoated)*

Select this material type when galvanized stay in place forms without a polymer coating have been identified for use on the project.

26. *Stay In-Place Forms (Coated)*

Select this material type when galvanized stay in place forms with a polymer coating have been identified for use on the project.

27. *Steel Bridge (Vehicular)*

Select this material type if there is a steel bridge or steel bridge section that have been identified for use on the project. This will include steel bridge components, moveable bridge components for new or rehabilitation work.

Steel bridge components include but are not limited to bracing members, cross frames, gusset plates, splice plates, grid decking, stairs, and platforms. Components whose failure would impact the performance of the bridge, or its function are subject to commercial inspection.



NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

28. *Steel Bridge (Pedestrian)*

Select this material type when steel pedestrian bridges of a standard design or bridge grid decking have been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

29. *Steel Mast Lighting*

Select this material type when steel high mast lighting, or conventional lighting poles have been identified for use on the project.



29. *Steel Modular Joints*

Select this material type when steel modular joints have been identified for use on the project. This includes but is not limited to expansion and finger joints.

NOTE: Selecting this material type activates the Commercial Inspection tab ([G. Commercial Inspection](#)).

30. Steel Railing

Select this material type when steel railing has been identified for use on the project. This applies to all designs.



31. Strain Pole

Select this material type when galvanized steel strain poles, galvanized steel mast arms, galvanized steel monotube assemblies, and galvanized steel CCTV poles are being used on the project.

Do NOT select the following Steel and Miscellaneous Metals material types:

There are a few material types that are still available for selection on the CQCP, but there are not production facilities for these types, so you'll end up having to remove them and replace them with the right material type(s) to be able to select a production facility.

1. Aluminum

Select the material type for the specific aluminum product, like aluminum J-arm, aluminum light pole or aluminum railing.

2. Castings and Forgings

Select the material type for the specific product, bridge castings or bridge forgings.

3. Fencing

Select the Coated Steel Fencing material type instead.

4. **Hardware**

Per the request made by the LESS committee, no producers need to be on the list to provide hardware.

5. **Miscellaneous Metal**

This catch-all category is now broken out into specific material types, for example, Drainage Castings, Drainage Welded, Elastomeric Bearing Pads, Laminate Bearing Pads, Stay in Place Forms (coated and uncoated), Steel Modular Joints and Steel Railing.

6. **Painting**

Select the material type for the specific operation, steel metalizing or steel painting.

7. **Sign Structure**

Select the material type for the specific sign structure, like overhead cantilever, overhead gantry, overhead monotube or overhead span/truss.

8. **Steel Bridge**

Select either Steel Bridge (Vehicular) or Steel Bridge (Pedestrian) instead.

Precast and Prestressed Concrete Products

1. **Incidental Precast Products**

If there are incidental precast products on the contract, select the incidental precast production facility or facilities producing and supplying the products. Some examples of this material would be sound barrier, retaining wall systems, concrete poles, temporary traffic barriers, light pole foundations, sign foundations, and pull and junction boxes.

NOTE: The Contractor should provide the Project Administrator with a Producer Certification Statement meeting the requirements of MAC Material 105 from each production facility.

The screenshot shows a software interface for updating production facilities. The window title is "Update Production Facilities for Incidental Precast Products". Under the "Production Facilities" heading, there is a dropdown menu currently displaying "IPC-99 - ABC Road Company Incidental Precast Products Training Plant" and a text input field labeled "Type Production Facility Name". Below the dropdown, a list of facilities is shown, with the same name as the dropdown. Under the "APL Numbers" heading, there is an empty text input field. A callout box points to this field with the text "Enter the APL number, for example 534-XXX-XXX for sound barriers". At the bottom of the window, there is a "Save" button.

NOTE: Some incidental precast products also have an Approved Products List (APL) requirement for the material acceptance. When selecting the production facility for incidental precast product, there is an optional APL number field that appears. You should enter the APL number(s) for these production facilities. For example, Sound Barriers (MAC Material 534) requires the product be produced by a production facility on the Incidental Precast Production Facility Listing. It also requires that the product is on the APL.

NOTE: Ensure that incidental precast products come from a production facility with the material type of Incidental Precast. Some incidental precast products also produce concrete products that are prestressed. That does not mean that those products come from a prestressed production facility. If you are not sure if a product falls under incidental precast or prestressed products, contact the appropriate DMRO precast/prestressed personnel for assistance.

2. *Precast Drainage Structures*

If there are precast drainage structures on the contract, select the precast drainage structure production facility or facilities that will be producing and supplying the products. Examples include inlets, manholes, junction boxes, end walls, three-sided precast concrete culverts, and precast concrete box culverts.

NOTE: The Contractor should provide the Project Administrator with a Producer Certification Statement meeting the requirements of MAC Material 449 from each production facility.

3. *Precast Pipe*

If there are precast pipe on the contract, select the precast pipe production facility or facilities that will be producing and supplying the products. Some examples of these materials include round concrete, elliptical concrete, and underdrain pipe.

NOTE: The Contractor should provide the Project Administrator with a Producer Certification Statement meeting the requirements of MAC Material 449 from each production facility.

4. *Prestressed Concrete Products*

If there are prestressed concrete products on the contract, select the prestressed concrete products production facility or facilities that will be producing and supplying the products. Some examples are prestressed piles, beams, or sheet piles. If the product is prestressed but considered to be an incidental precast product (like lighting poles), do not select a prestressed production facility for those products.

NOTE: The Contractor should provide the Project Administrator with a Producer Certification Statement meeting the requirements of MAC Material 450 from each production facility.

Flexible Pipe and Fiber Reinforced Materials

1. **Fiber Reinforced Polymers**

If there are fiber reinforced polymer products on the contract, select the fiber reinforced polymer production facility or facilities producing and supplying the products. Some examples of this material would be glass, carbon, aramid, or basalt reinforced polymeric materials.

2. **Metal Pipe**

If there are metal pipe products on the contract, select the metal pipe production facility or facilities that will be producing and supplying the products. Some examples of this material are corrugated steel pipe, spiral ribbed steel pipe, corrugated aluminum pipe, and spiral ribbed aluminum pipe. Ductile steel pipe is not considered a flexible pipe and is not included in the steel and miscellaneous metals category. The producer of ductile steel pipe does not have to be included in the CQCP.

3. **Plastic Pipe**

If there are plastic pipe products on the contract, select the plastic pipe production facility or facilities that will be producing and supplying the products. Some examples of this material include polyethylene pipes, corrugated polypropylene pipes, corrugated polyvinyl chloride pipes, and steel reinforced ribbed polyethylene pipes.

Timber

If there are any timber products on the contract, select the timber production facility or facilities that will be producing and supplying the products. This includes any timber posts or offset blocks used in guardrail and wooden fencing.

F. Adding a Production Facility for Other QC Program Materials

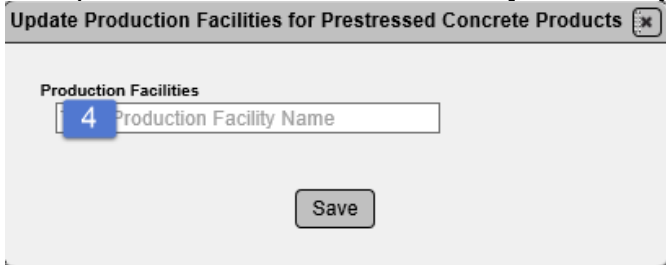
To have a tab for the production facilities for these QC Program materials, the material types need to be selected on CQCP.



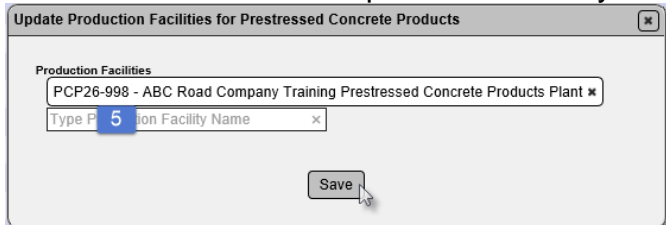
1. Click on the Material Type tab to expand it, for example the Prestressed Concrete Products tab.
2. Click on the Production Facilities sub tab to expand it.
3. Click on the Update option.

NOTE: These materials do not require technicians or laboratories.

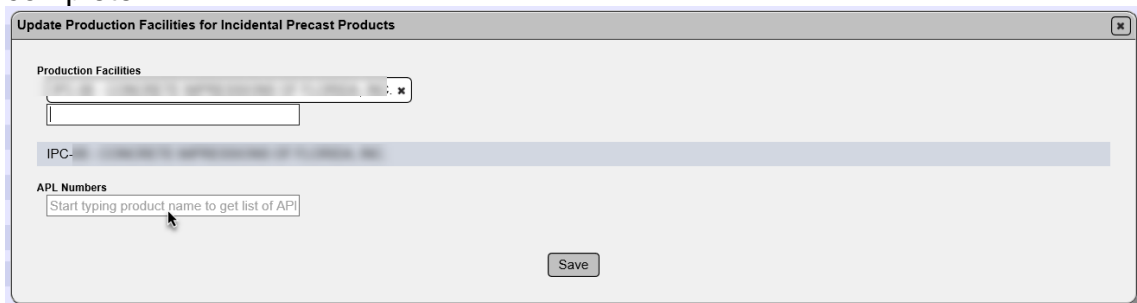
An Update Production Facilities for [Material Type] will appear.



4. **Production Facilities** – enter the production facility id or description in the Production Facilities field. Select the production facility from the returned list.



5. As soon as you select the first production facility, a new field will appear so you can select another production facility. Continue to select production facilities until your list is complete.



6. APL Numbers – if the product must also be on the APL, enter the APL number.

7. As soon as you select the APL number, a new field will appear so you can select another APL number. Continue to select until your list is complete

8. Select the Save option.

You will receive a message that the production facilities were successfully updated.

Update Production Facilities for Prestressed Concrete Products was successful

The production facilities sub tab will be updated to include the production facility status.



Production Facility	City	Status
PCP26-998 - ABC Road Company Training Prestressed Concrete Products Plant	Gainesville, FLORIDA	Under Review (2/20/2017)

NOTE: If the production facilities do not currently have an acceptable PQCP, it is not grounds for the CQCP to be rejected. The PA does not accept or reject the portions of the CQCP for these materials; however, the QC Manager should notify the PA of the steps to be taken to ensure the Producer's QC Plan will be in an acceptable status before the products are produced and delivered to the contract site.

See [Chapter 9 – Submitting Portions of the CQCP for PA Review](#) for instructions on submitting portions of the CQCP.

G. Commercial Inspection

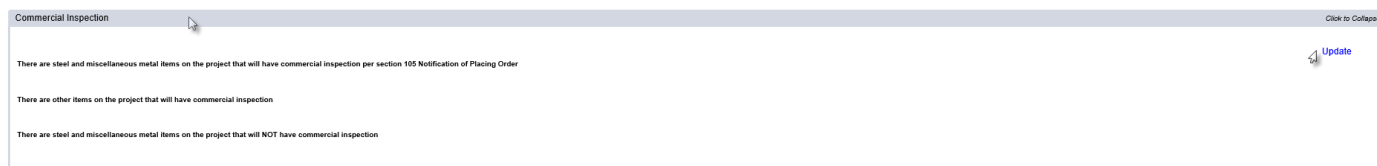
When one of the steel and miscellaneous metal material types that triggers the commercial inspection tab is selected, the QC data entry is responsible for some of the information on this tab and the PA is responsible for other entries. The 12 material types that trigger this tab are:

1. Aluminum J-arms
2. Bridge Bearings
3. Bridge Machinery
4. Overhead Cantilever
5. Overhead Gantry
6. Overhead Monotube
7. Overhead Span / Truss
8. Shop Metalizing
9. Shop Painting
10. Steel Bridge (Pedestrian)
11. Steel Bridge (Vehicular)
12. Steel Modular Joints

These material types that should not be selected will also trigger the tab:

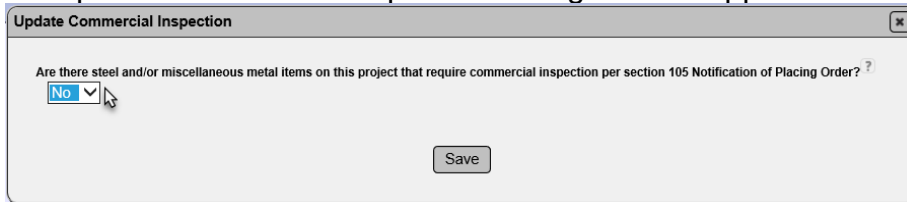
1. Sign Structure
2. Steel Bridge

Specifications Section 105 requires the Contractor notify the PA when the order is placed for any fabrication that requires commercial inspection. By completing the Commercial Inspection tab on the CQCP, the Contractor meets the requirements of the notification of placing order as long as the information is entered within the notification of placing order time requirements.



1. Click on the Commercial Inspection tab to expand it.
2. Select the Update option.

An Update Commercial Inspection dialog box will appear.



3. **Yes/No** – if there are elements that require commercial inspection, select Yes indicator. If there are not, select No. If yes is selected, new fields for the categories of elements that require commercial inspection will appear in the dialog box.

NOTE: With the changes to the Steel and Miscellaneous Metals material types, this tab is typically only triggered when there are items that require inspection. If you have the commercial inspection tab and you don't think your contract has any items requiring commercial inspection, contact the State Materials Office Commercial Inspection unit (SM-StructuresCI@dot.state.fl.us).



4. **Inspection Items** – select all elements requiring commercial inspection on the project. For example, if there are overhead cantilevered signs, select the “700” categories for those items.

5. Select the Save option.

You will receive a message that the commercial inspection tab was successfully updated.

Update Commercial Inspection was successful

NOTE: A notification is sent to the SMO Structural Materials Field Operations section as soon as the Commercial Inspection tab is triggered on a CQCP. This information is vital and needs to be completed as soon as possible to meet the notification of order placement requirements of ***Specifications Section 105***. The Contractor has not met the Specification notification requirements until this information is provided for all items requiring commercial inspection along with the fabricator(s) for all items.

NOTE: Programming has been added to ensure the commercial inspection information is complete. If the QC data entry has not responded to Question 1, the Submit function will not appear for **ANY** unsubmitted material type. If the PA has not responded to Questions 2 and 3, the Accept function will not appear for ANY submitted material type.

Chapter 3– Comments

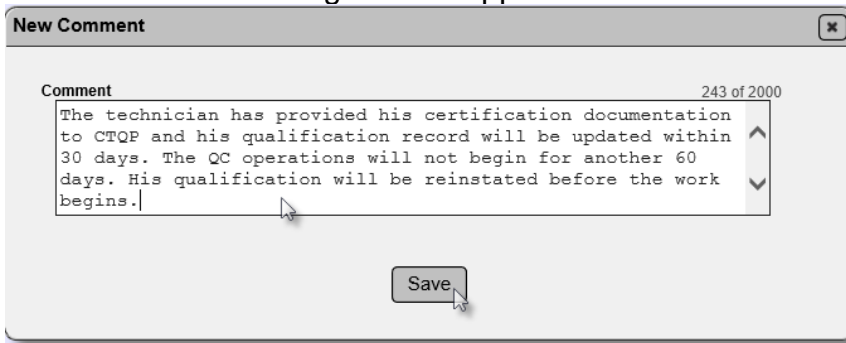
You can add comments to the CQCP. Comments are helpful in providing detail for the FDOT review of the CQCP. For example, if there are items that might cause the PA to reject the CQCP you can add comments; for example, steps being taken to reinstate a technician, laboratory, or production facility.

A. Adding a Comment to the CQCP



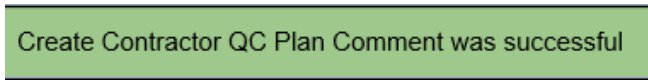
1. Click on the Comments tab to expand it.
2. Click on the New Comment option.

A New Comment dialog box will appear.

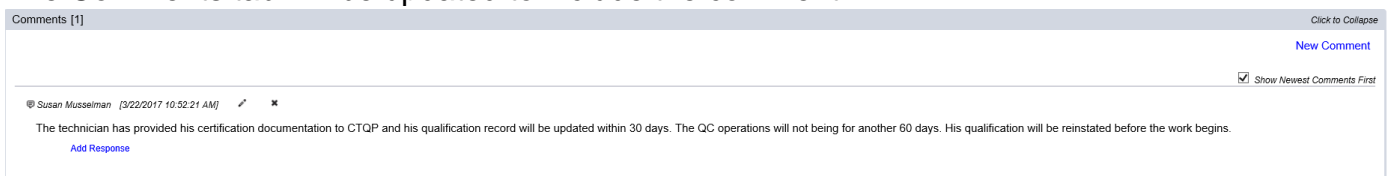


3. **Comment** – enter your comment in the Comment field.
4. Select the Save option.

You will be notified that the comment was successfully created.

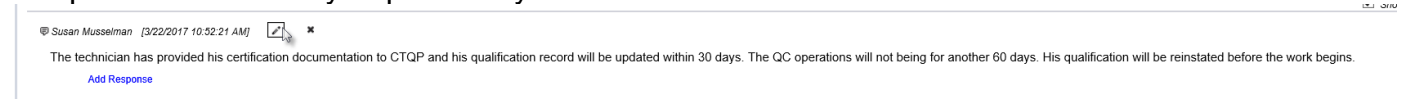


The Comments tab will be updated to include the comment.



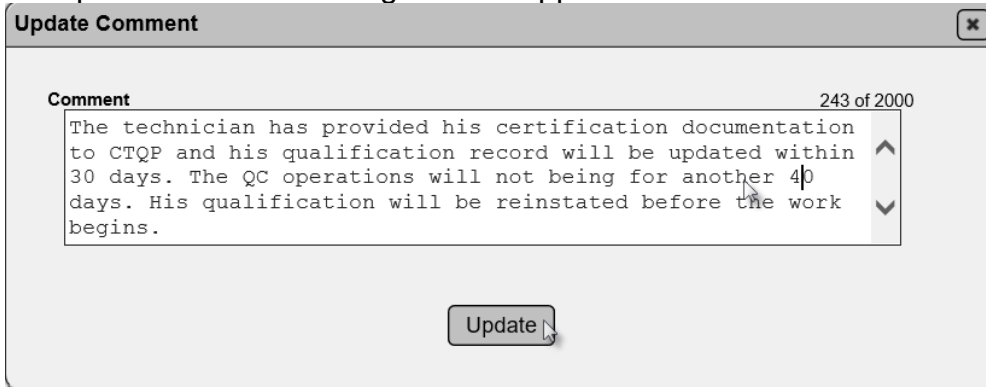
B. Updating a Comment on the CQCP

To update a comment you previously entered:



1. Select the Update Comment icon ().

An Update Comment dialog box will appear.



2. **Comment** – make changes to the comment as desired.
3. Select the Update option to save the changes.

You will receive a message that the comment was successfully updated.



C. Deleting a Comment on the CQCP



The technician has provided his certification documentation reinstated before the work begins.

[Add Response](#)

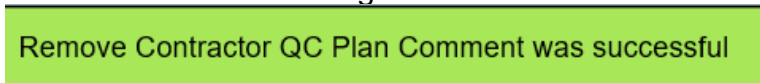
1. Select the Remove Comment icon (x).

A Remove Comment dialog box will appear.



2. Select the Delete option. If you inadvertently selected the Remove Comment icon and don't want to delete it, select the x on the top of the dialog box to dismiss it.

You will receive a message that the comment was successfully removed.



D. Responding to Another's Comment

If someone else makes a comment, you can respond to the comment.

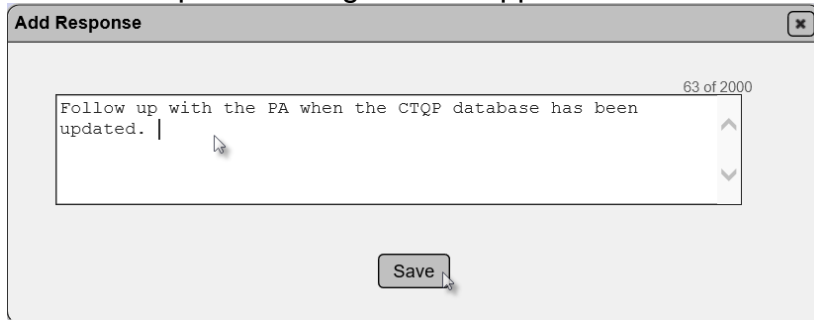
 Susan Musselman [3/22/2017 11:16:04 AM]  

The technician has provided his certification documentation to CTQP and his qualification record will be update reinstated before the work begins.

[Add Response](#)

1. Select the Add Response option.

An Add Response dialog box will appear.




2. Enter your response in the text field.

3. Select the Save option to save the response.




You will receive a message that the response (comment) was successfully added.

Add Comment To Contractor QC Plan Comment was successful

The response will appear under the comment.

 Susan Musselman [3/22/2017 11:16:04 AM]

The technician has provided his certification documentation to CTQP and his qualificatic reinstated before the work begins.

 John Smith [3/22/2017 11:47:05 AM]  

Follow up with the PA when the CTQP database has been updated.

[Add Response](#)

Once a response has been made to a comment, the comment cannot be updated or deleted until the response is deleted ([F. Deleting a Response](#))

E. Updating a Response

To update a response you previously entered:

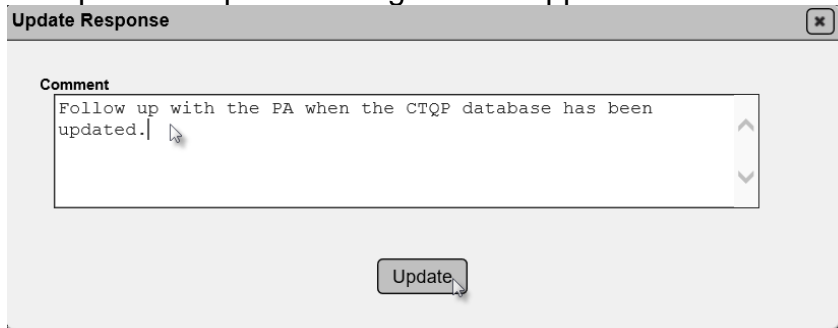
 John Smith [3/22/2017 11:47:05 AM]  

Follow up with the PA when the CTQP database has been updated.

[Add Response](#)

1. Select the Update Response icon ().

An Update Response dialog box will appear.



2. Make changes to the response as desired.

3. Select the Update option to save the changes.

You will receive a message that the comment was successfully updated.

Update Contractor QC Plan Comment was successful

F. Deleting a Response

1. Select the Remove Response icon (x).

 John Smith [3/22/2017 11:47:05 AM]  

Follow up with the PA when the CTQP database has been updated.

[Add Response](#)

A Remove Response dialog box will appear.



2. Select the Delete option. If you inadvertently selected the Remove Comment icon and don't want to delete it, select the x on the top of the dialog box to dismiss it.

You will receive a message that the comment was successfully removed.

Remove Contractor QC Plan Comment was successful

Chapter 4 – Documents

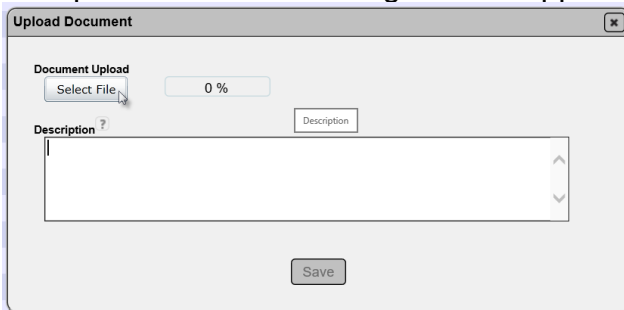
There are times when documentation will need to be associated with the CQCP in MAC. For example, the contract has a bridge type that requires a foreman. Documentation for the foreman's experience, like a résumé, will need to be attached for the PA's review.

A. Adding a Document to the CQCP



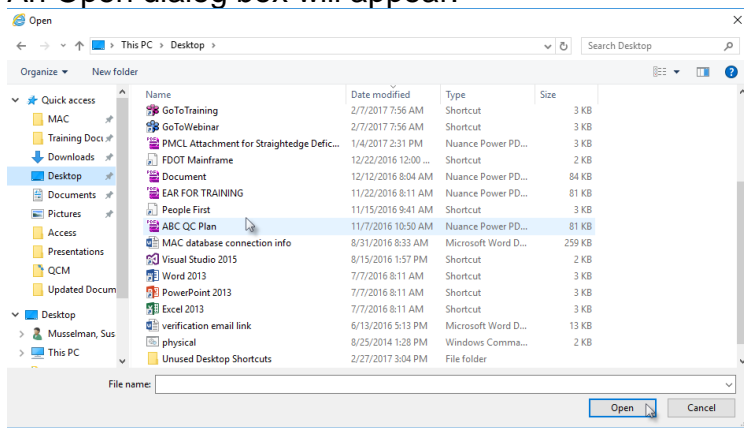
1. Click on the Documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box will appear.



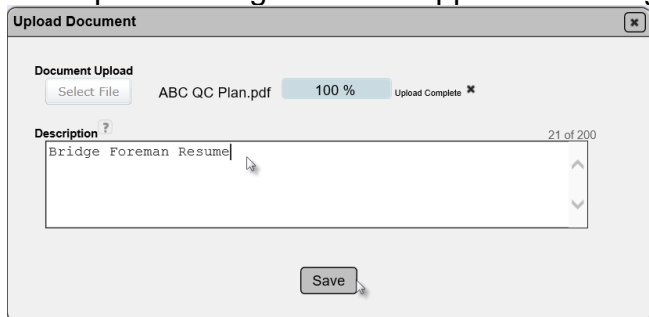
3. Click on the Select File option to navigate to the file you want to upload.

An Open dialog box will appear.



4. Navigate to the location of the file.
5. Select the file to be uploaded.
6. Select the Open option.

The Upload dialog box will reappear indicating that the file upload is complete, 100%.

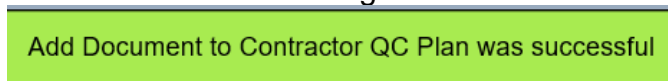


7. **Description** – enter a document description, if desired.

8. Select the Save option to complete the upload.

NOTE: If you discover that you selected the wrong document in step 5, click on the X next to the Upload Complete message to delete the document and start over.

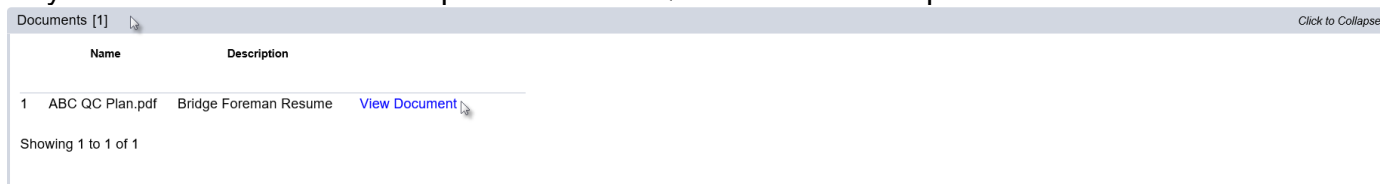
You will receive a message that the document was added successfully.



NOTE: Do NOT upload an asphalt or concrete mix design on the Contractor QC Plan. If Department representative instructs you to do so, contact a system administrator.

B. Viewing Uploaded Documents

Anyone can view documents uploaded to a CQCP. To view the uploaded documents:



1. Click on the Documents tab to expand it.

2. Click on the View Document option.

The document will be downloaded in the file format it was stored. You will need an application compatible with that format to be able to view the document. The example document is a pdf file. You would need an application like Adobe Reader or Nuance to view the file.

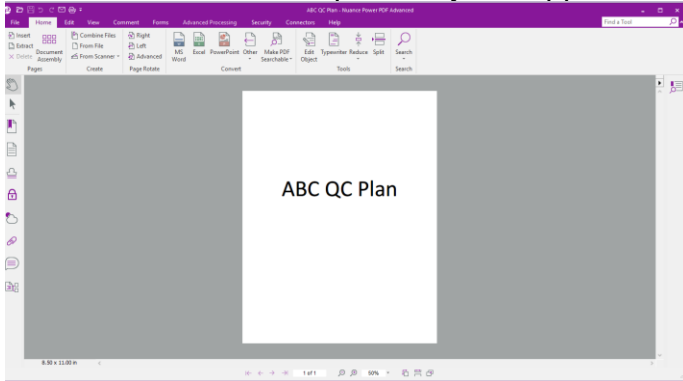
NOTE: Do not upload mix designs because any user with access to MAC can view documents attached to the CQCP.

A download dialog box will appear.



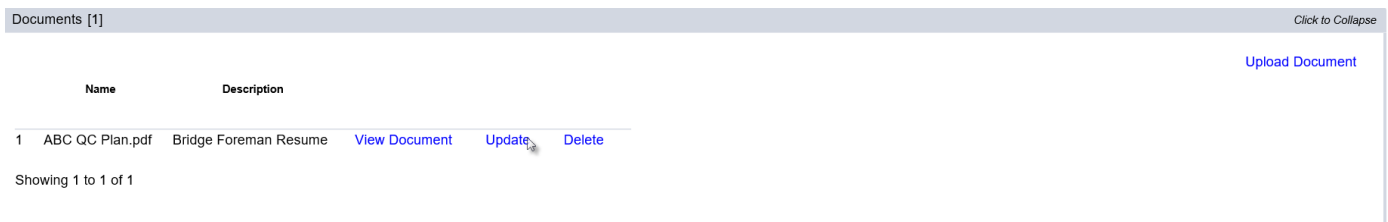
3. Select the Open option to open the file.

The document will be opened by the application applicable to the file type.



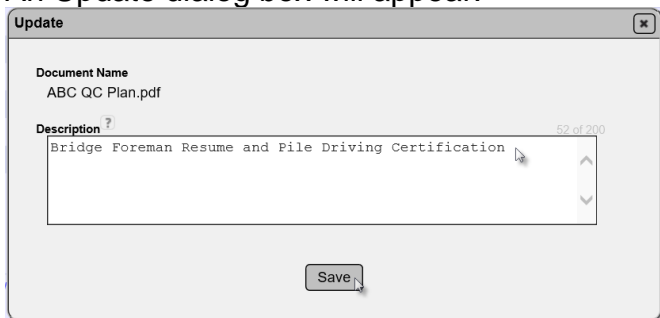
C. Updating a Document Description

If you find that you have entered the document description incorrectly, you can revise it. This option will not be available to some users. If the CQCP belongs to another company or you don't have the appropriate system roles, you will not see this function.



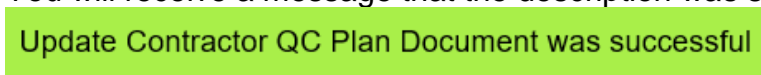
1. Click on the Update option.

An Update dialog box will appear.



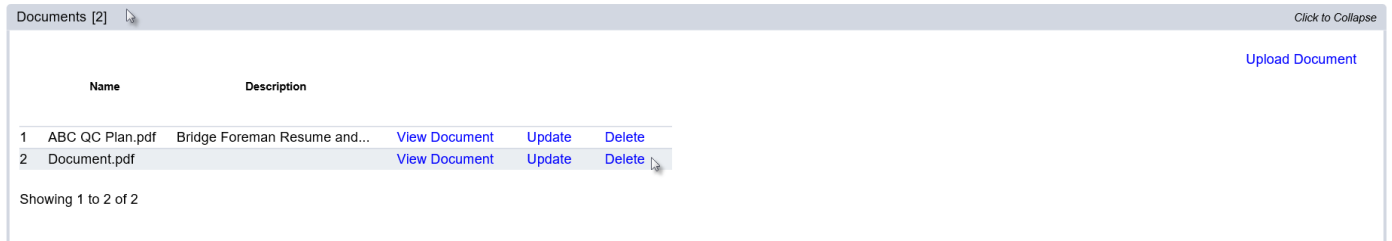
2. **Description** – revise the description, as needed.
3. Select the Save option to save the changes to the description.

You will receive a message that the description was successfully updated.



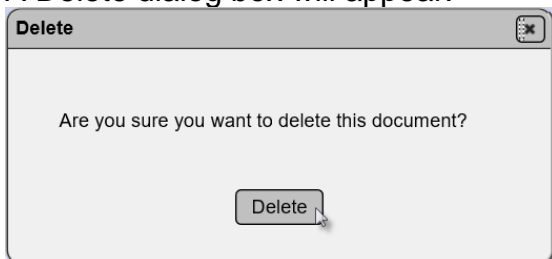
D. Deleting an Uploaded Document

If you need to delete a document, you can if you have the appropriate role(s). This option will not be available to some users. If the CQCP belongs to another company or you don't have the appropriate system roles, you will not see this function.



1. Click on the Documents tab to expand it.
2. Select the Delete option on the row of the document you want to delete.

A Delete dialog box will appear.



3. Select the Delete option to delete the document. If you inadvertently selected the Delete option and don't want to delete it, select the x on the top of the dialog box to dismiss it.

You will receive a message that the document was successfully deleted.

Delete Contractor QC Plan Document was successful

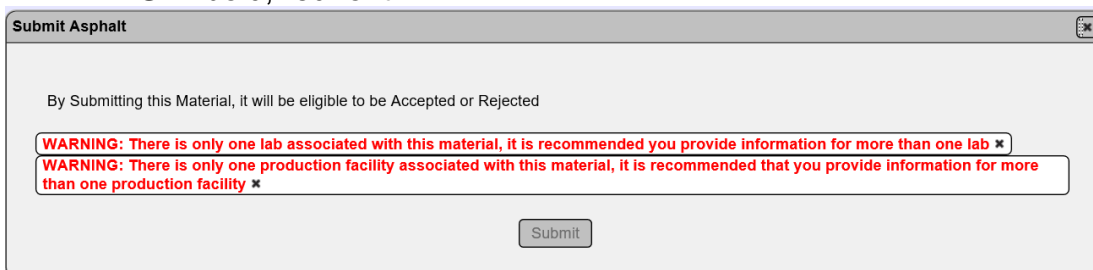
Chapter 5 – Warnings and Error Messages

As you perform data entry on the CQCP, you may receive a warning or error message. Warning messages and error messages are different. This chapter will describe the difference and how to address each.

A. Warning Messages

Warning messages appear when there is something in the data that may be an issue, but you can proceed after acknowledging the warning message.

Here is an example of warning messages when submitting the asphalt portion of the CQCP to FDOT. Warnings are indicated in bold red font and are preceded by the word **WARNING** in bold, red font.



Submit Asphalt

By Submitting this Material, it will be eligible to be Accepted or Rejected

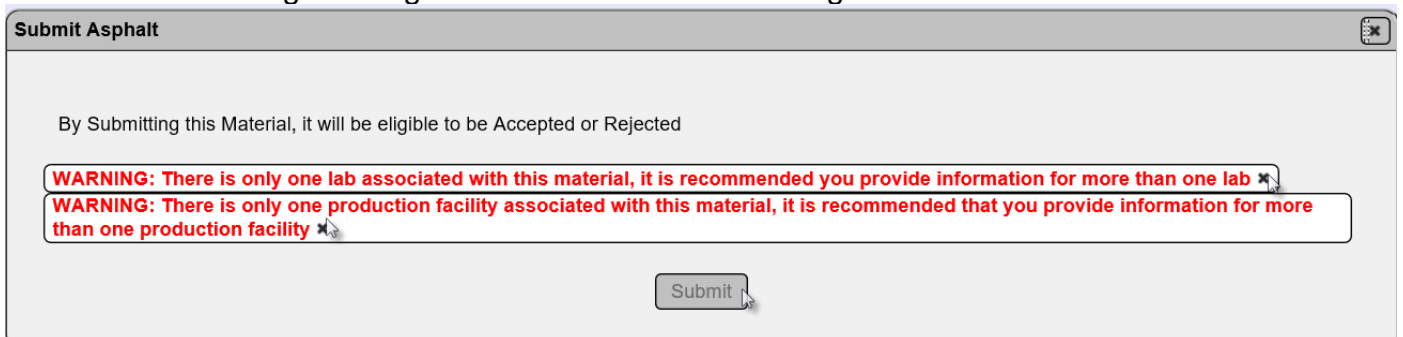
WARNING: There is only one lab associated with this material, it is recommended you provide information for more than one lab ✕

WARNING: There is only one production facility associated with this material, it is recommended that you provide information for more than one production facility ✕

Submit

Because FDOT encourages QC to have multiple labs and production facilities, such as a primary and a backup in case the primary facility's qualification is suspended, MAC warns the user when only one lab or production facility is submitted. There are cases where there may only be one facility available. For example, a remote project may only have one structural concrete production facility within the delivery time limitations. You would need to be able to proceed with submitting the CQCP with only one facility listed.

Warnings do not stop the record from being saved or submitted. The Submit button is grey because the warning messages have not been acknowledged.



Submit Asphalt

By Submitting this Material, it will be eligible to be Accepted or Rejected

WARNING: There is only one lab associated with this material, it is recommended you provide information for more than one lab ✕

WARNING: There is only one production facility associated with this material, it is recommended that you provide information for more than one production facility ✕

Submit

1. Read each warning to determine if you need to act on the entry.

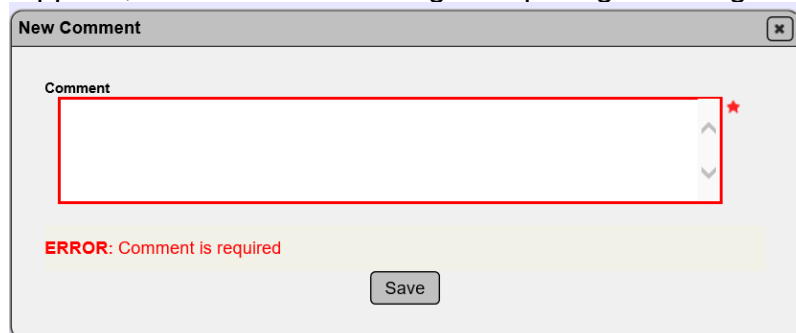
2. Dismiss the warnings by selecting the x at the end of the warning message. In this example, both x's must be selected.
3. The Submit option will no longer be grey. If you intend to proceed despite the warning message, select the Submit option.
4. If the warning is valid and more action is needed on the CQCP (like entering additional laboratories), select the X at the top right corner of the dialog box.
5. Return the CQCP to make the necessary changes.

B. Error Messages

Unlike warning messages that will allow you to continue, error messages mean something is wrong with the data and you cannot continue until the error is addressed, like missing required fields.

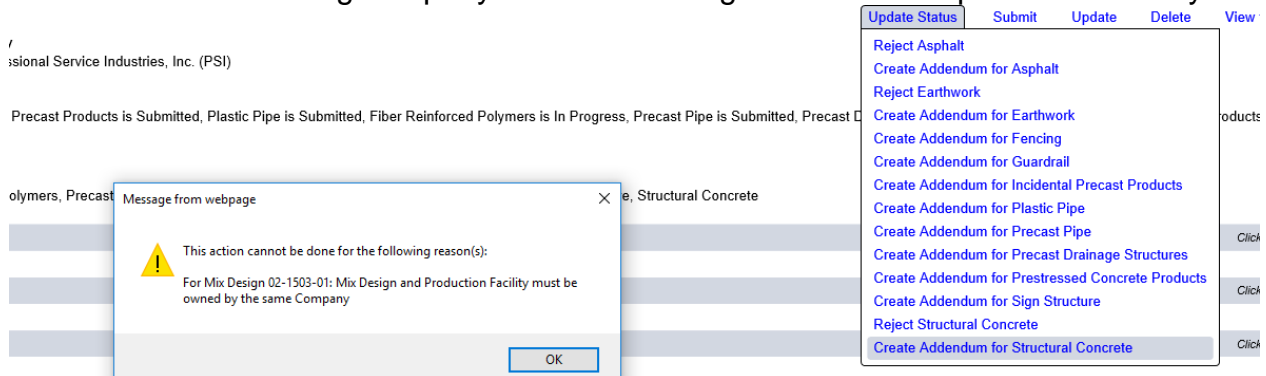
Sometimes there is no specific error message. Some functions will not display until a specific action is taken. For example, a QC Manager is required on the CQCP. You will not receive an error message when attempting to submit a CQCP without a QC Manager. Instead, the Submit option will not appear until you have entered the QC Manager information under the QC Manager tab.

Errors are indicated in bold red font and are preceded by the word **ERROR** in bold, red font. There is no way to dismiss the error and continue. The option selected to create the error message (in this case, Save) is not greyed out, but if you continue to select it, nothing happens, and the error message keeps regenerating.



You must fix the error to continue. In this example, you must supply the required field, a comment.

NOTE: There is an error message for addendums that will require you to contact the SMO. It is generated when selecting the Create Addendum for Structural Concrete and there is a mismatch on the owning company for the mix design and concrete production facility.



A user cannot select a mix design that belongs to a different company than the production facility. Changes made the owning company of a production facility, or a mix design can create this mismatch on addendums that did not exist when the association was originally created, but you cannot move forward. Notify the SMO Structural Materials Physical Lab of the contract number you are receiving the error message for. The error message tells you which mix design is triggering the mismatch. Steps will need to be taken to fix the mismatch or remove the mix design that is causing the error. You will not be able to do this without assistance from the SMO and a system administrator.

Chapter 6 – Viewing a CQCP for Print

When the CQCP is entered in MAC, there is no requirement to print the entry and submit it to the PA. It is submitted to the Department when the data entry person submits each section for asphalt, earthwork, and structural concrete for FDOT review or when entries for other QC Program Materials are submitted with the production facilities listed.

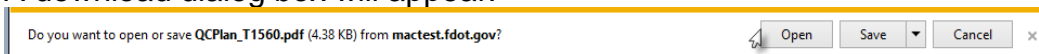
The CQCP can be printed for the purposes of sharing the information. The option is available for the convenience of the users.

Update Delete  View for Print

is In Progress

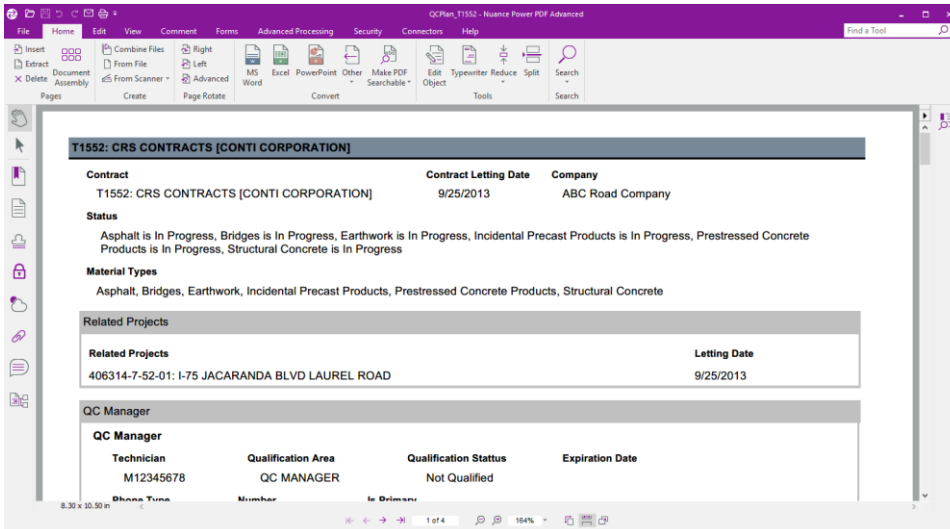
1. Select the View for Print option.

A download dialog box will appear.



2. Select the Open option.

The CQCP will be opened in pdf format. You will need an application that can open pdf files.



You can save the document to another file location or print it.

NOTE: It is recommended to save or print the CQCP on a regular basis. If a user inadvertently deletes a material type that has been submitted and/or accepted, the entries cannot be retrieved, and the material type and all subentries will have to be recreated.

Chapter 7 – Deleting a CQCP

The person who creates the CQCP can delete it up until one portion is submitted. The delete function will no longer appear for data entry users after a portion of the CQCP has been submitted to FDOT. At that point, the only user with the ability to delete is a System Administrator or a DAC. If you need to delete a CQCP after a portion has been submitted, create a service desk request, and include the contract id.

1. Navigate to the CQCP using the instructions in Chapter 11 [A. Finding the CQCP for Updates](#).

Update Delete View for Print

is

2. Select the Delete option.

A Delete dialog box will appear.



3. Select the Delete option to delete the CQCP. If you inadvertently selected the Delete option and don't want to delete it, select the x on the top of the dialog box to dismiss it.

You will receive a message that the CQCP was successfully deleted.

Delete Contractor QC Plan was successful

If you do not have the Delete option, contact the DAC of the managing district of the Contract. DACs can delete a CQCP even if materials have been submitted.

NOTE: If a CQCP needs to be deleted but a material has been submitted, contact a system administrator who can delete a CQCP.

NOTE: If the company needs to be updated on a CQCP, it does not need to be deleted and reentered. Contact a system administrator who can update the company on the CQCP.

Chapter 8 – Reviewing the Laboratory Test Method Status

MAC displays an overall laboratory qualification status when the laboratory is selected on the CQCP. This qualification status does not guarantee that the laboratory is qualified in the test methods needed for a material area. There is a report for QC Managers and PAs to assist in reviewing asphalt, earthwork, and structural concrete labs listed on the CQCP.

Field Help ? is On | Help

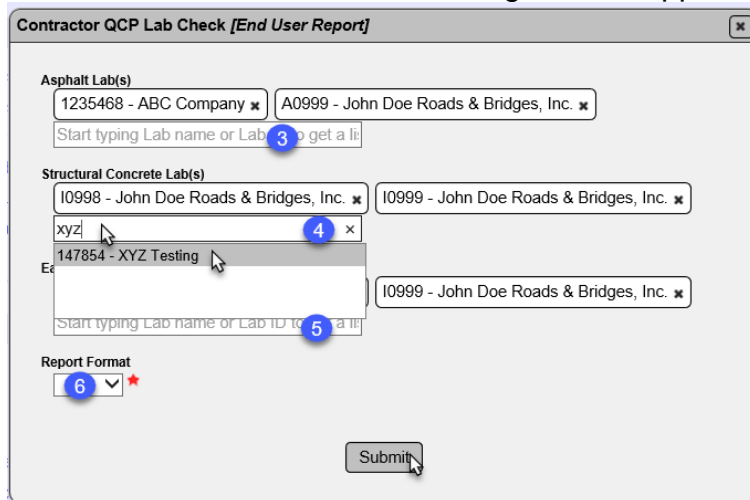


1. Select the Reports option from the menu.



2. Under the Lab tab, select the Contractor QCP Lab Check option.

A Contractor QCP Lab Check dialog box will appear.



3. **Asphalt Labs** – enter the lab(s) listed under the Asphalt tab on CQCP by entering the lab id or description and selecting the lab from the returned list. Repeat until all labs are selected.

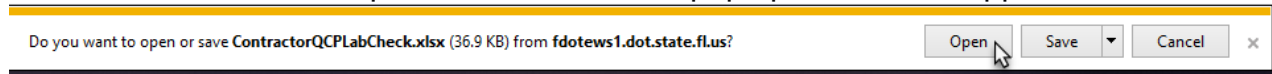
4. **Earthwork Labs** – enter the lab(s) listed under the Earthwork tab on CQCP by entering the lab id or description and selecting the lab from the returned list. Repeat until all labs are selected.

5. **Structural Concrete Labs** – enter the lab(s) listed under the Structural Concrete tab on CQCP by entering the lab id or description and selecting the lab from the returned list. Repeat until all labs are selected.

6. **Report Format** – select Excel or pdf. If you select Excel, each material will appear on its own worksheet.

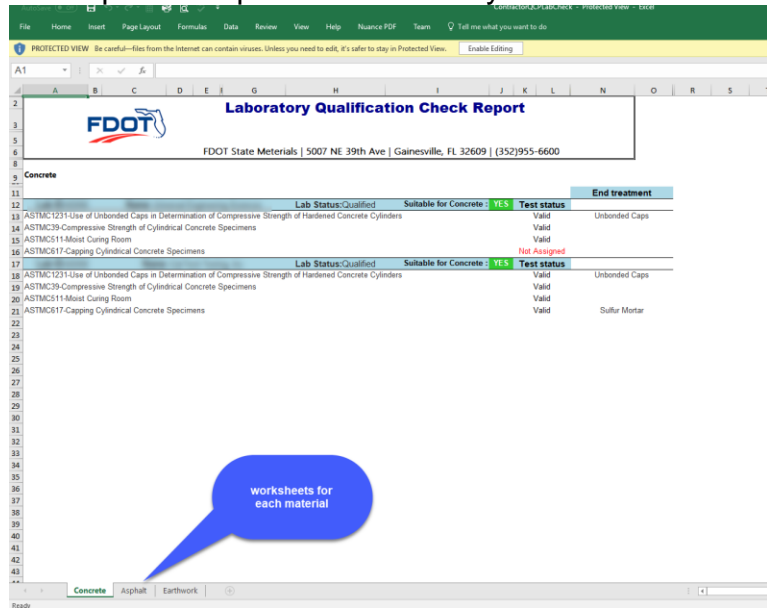
7. Select Submit.

MAC will download the report data. A download pop up window will appear.



8. Select the Open option.

The report will open in the format you selected.



If a Lab is suitable for the material, it will be indicated as Yes in bold green highlighted font.

Lab ID:	Lab Status:Qualified	Suitable for Asphalt:	Test status
AASHTOT312-Gyratation Compaction		YES	Valid
FM1-T030-Mechanical Analysis of Extracted Aggregate			Valid
FM1-T166-Bulk Specific Gravity of Compacted Hot Mix Asphalt (HMA) Specimens			Valid
FM1-T209-Maximum Specific Gravity of Asphalt Paving Mixtures			Valid
FM5-563-Quantitative Determination of Asphalt Content from Asphalt Paving Mixtures by the Ignition			Valid

If a lab is not suitable, it will be indicated as No in bold red highlighted font. The test method(s) that are missing or not valid will be indicated in red highlighted font.

Lab ID:	Lab Status:Qualified	Suitable for Earthwork:	Test status
AASHTOT267-Determination of Organic Content in Soils by Loss on Ignition		NO	Not Assigned
AASHTOT27-Sieve Analysis of Fine and Coarse Aggregates			Suspended
AASHTOT88-Particle Size Analysis of Soils			Suspended
AASHTOT89-Determining the Liquid Limit of Soils			Valid
AASHTOT90-Plastic Limit and Plasticity Index of Soils			Valid
AASHTOT99-Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop			Valid
FM1-T011-Total Amount of Material Finer Than 0.075 mm (No. 200) Sieve in Aggregate			Valid
FM1-T180-Moisture Density Relations of Soils Using a 10-lb. (4.54kg) Rammer and an 18-in. (457mm) Drop			Valid
FM5-515-Limerock Bearing Ratio			Valid

Chapter 9 – Submitting Portions of the CQCP for PA Review

Materials remain in the status of In Progress until they are submitted to the PA for review.

Status

Asphalt is In Progress, Bridges is In Progress, Earthwork is In Progress, Incidental Precast Products is In Progress, Prestressed Concrete Products is In Progress, Structural Concrete is In Progress

Submitting the Asphalt, and Earthwork indicates to the PA that the entries are complete and ready for review. Submitting Structural Concrete indicates to the DMRO concrete PMU to begin review of production facilities and mix designs. Submitting the other materials indicates that you have entered all the production facilities under that material type.

Don't forget if you selected a material type that triggers commercial inspection, you must complete the information under the commercial inspection tab. **The submit option will not appear for any material if the commercial inspection information has not been completed.** You must also include the production facility or facilities under each material tab that triggered the commercial inspection tab. If you are not sure which production facility or facilities you will be using, you can remove the tab or tabs that triggered the commercial inspection for now. Later, when you have identified the fabricator(s), you can add them back. Keep in mind this requires at least 30 days before fabrication begins in accordance with **Specifications Section 105**.

NOTE: The CQCP does not have to be complete at the initial entry. In many cases, the Contractor will not know which production facilities will be used for a specific material at the beginning of QC Operations. Also, the initial entries may not be complete as additional sources may be identified later. Do **NOT** select a material type if you do not have any known facilities now. Come back later when the sources are known to add the material type and production facilities at that time. Make sure that the sources are identified and submitted for each material type with the appropriate lead time required before the products are delivered (or fabricated, in some cases) and QC Operations on the contract (storage, placement, etc.) begin.

NOTE: You will not get the option to submit the CQCP if the QC Manager has not been identified (Chapter 2 – [A. Entering the QC Manager](#)).

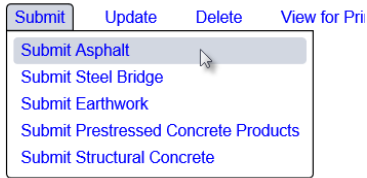
A. Submitting the Asphalt Portion of the QC Plan

If the Asphalt material type has been selected and at least one technician for each qualification area, one laboratory and one production facility has been entered, the Submit Asphalt option will appear under the Submit function.

[Submit](#) [Update](#) [Delete](#) [View for Print](#)

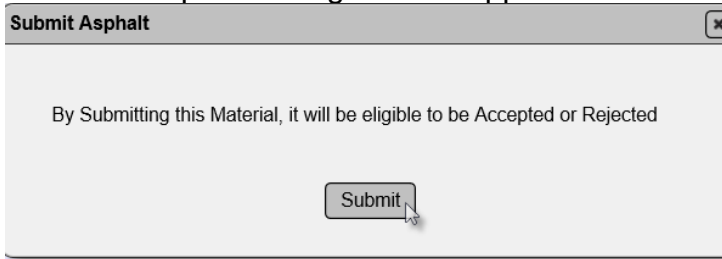
1. Select the Submit option.

The menu will expand to include any materials currently on the CQCP that are In Progress.



2. Select the Submit Asphalt option.

A Submit Asphalt dialog box will appear.



3. Select the Submit option.

The Asphalt Status will change to Submitted. You will receive a message that the asphalt portion was successfully submitted.

Status
Asphalt is Submitted, Earthwork is Submitted, Incidental Precast Products is In Progress, Structural Concrete is Submitted

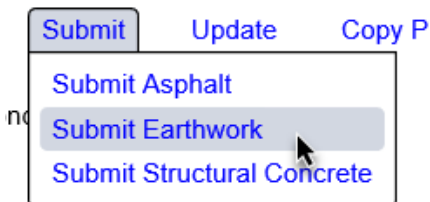
B. Submitting the Earthwork Portion of the CQCP

If the Earthwork material type has been selected and at least one technician for each qualification area, and one laboratory has been entered, and a one production facility for rock base and/or riprap if the indicators have been selected, the Submit Earthwork option will appear under the Submit function.

Submit Update Delete View for Print

1. Select the Submit option.

The menu will expand to include any materials currently on the CQCP that are ready to be submitted.



2. Select the Submit Earthwork option.

There is no Submit Earthwork dialog box when a production facility is not indicated for the base material or riprap. If a production facility is indicated, the Submit Earthwork dialog box will appear.

The Earthwork Status will change to Submitted. You will receive a message that the asphalt portion was successfully submitted.

Status

Asphalt is In Progress, **Earthwork is Submitted**, Incidental Precast Products is In Progress, Structural Concrete is Submitted

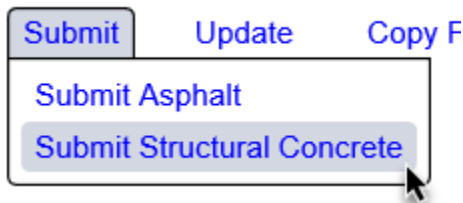
C. Submitting the Structural Concrete Portion of the QC Plan

If the Structural Concrete material type has been selected and at least one technician, laboratory, and production facility with one mix design has been entered, the Submit Asphalt option will appear under the Submit function.

[Submit](#) [Update](#) [Delete](#) [View for Print](#)

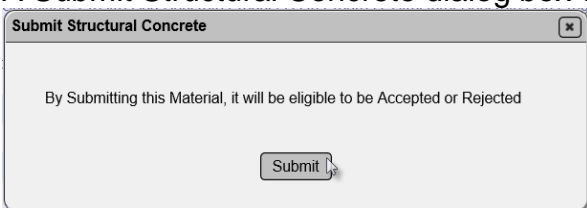
1. Select the Submit option.

The menu will expand to include any materials currently on the CQCP that are ready to be submitted.



2. Select the Submit Structural Concrete option.

A Submit Structural Concrete dialog box will appear.



3. Select the Submit option.

The Structural Concrete Status will change to Submitted. You will receive a message that the structural concrete portion was successfully submitted.

Status

Asphalt is In Progress, Earthwork is In Progress, Incidental Precast Products is In Progress, **Structural Concrete is Submitted**

D. Submitting Other Material Types

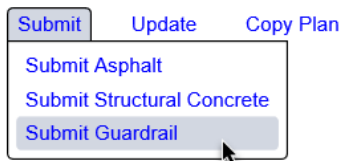
For other material types, once the material type is submitted, the status changes to Submitted. The PA will review these material type entries but does not acknowledge acceptance or rejection in MAC. By selecting the Submit option, you are indicating that the entry is complete, and the PA can review these sections.

[Submit](#) [Update](#) [Delete](#) [View for Print](#)

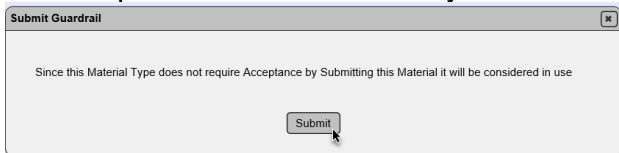
1. Select the Submit option.

The menu will expand to include any materials currently on the CQCP that are ready to be submitted.

2. Select the Submit option for the Material Type you wish to submit.



A Submit [Material Type] dialog box will appear. This dialog box informs you that there is no acceptance function in the system and the material is ready for use.



3. Select the Submit option.

The [Material Type] Status will change to Submitted. You will receive a message that the structural concrete portion was successfully submitted.

Status

Asphalt is In Progress, Structural Concrete is In Progress, **Guardrail is Submitted**

NOTE: For material types shown as In Progress on the CQCP header, addendums cannot be created if the original entry is not submitted to the FDOT. See [Chapter 13 – CQCP Addendums](#).

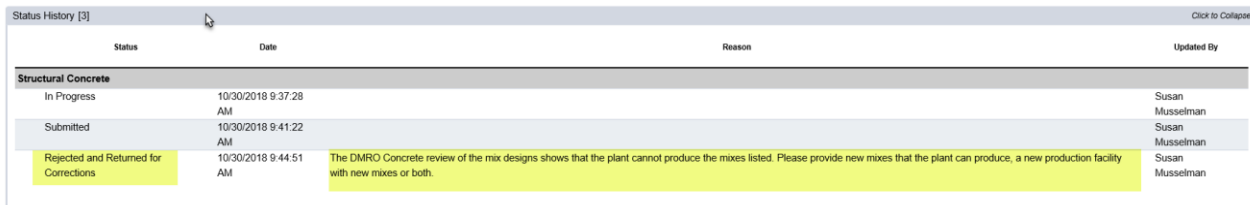


Chapter 10 – Revising a Rejected Portion of the CQCP

If the PA rejects a portion of the CQCP or an addendum, it put that material type in a status of Rejected and Returned for Corrections. A data entry person must review why the portion was rejected, make changes, and resubmit the portion. The PA uses the reject option to allow data entry to make revisions. It is not meant to be used as a Suspension of QC Operations. That process is governed by the **Construction Project Administration Manual (CPAM) Section 3.3**.

A. Reviewing the Rejection Reason

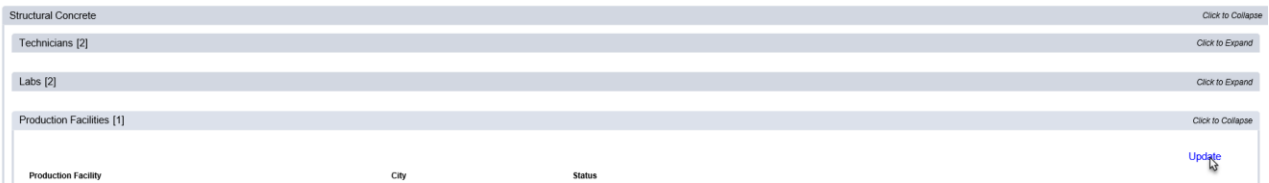
The PA must enter a reason for the Rejection. This can be found in the Status History.



Status	Date	Reason	Updated By
Structural Concrete			
In Progress	10/30/2018 9:37:28 AM		Susan Musselman
Submitted	10/30/2018 9:41:22 AM		Susan Musselman
Rejected and Returned for Corrections	10/30/2018 9:44:51 AM	The DMRO Concrete review of the mix designs shows that the plant cannot produce the mixes listed. Please provide new mixes that the plant can produce, a new production facility with new mixes or both.	Susan Musselman

1. Click on the Status History tab to expand it.
2. Review the reason for the rejection under the Reason column.

B. Making Corrections



Structural Concrete

Technicians [2]

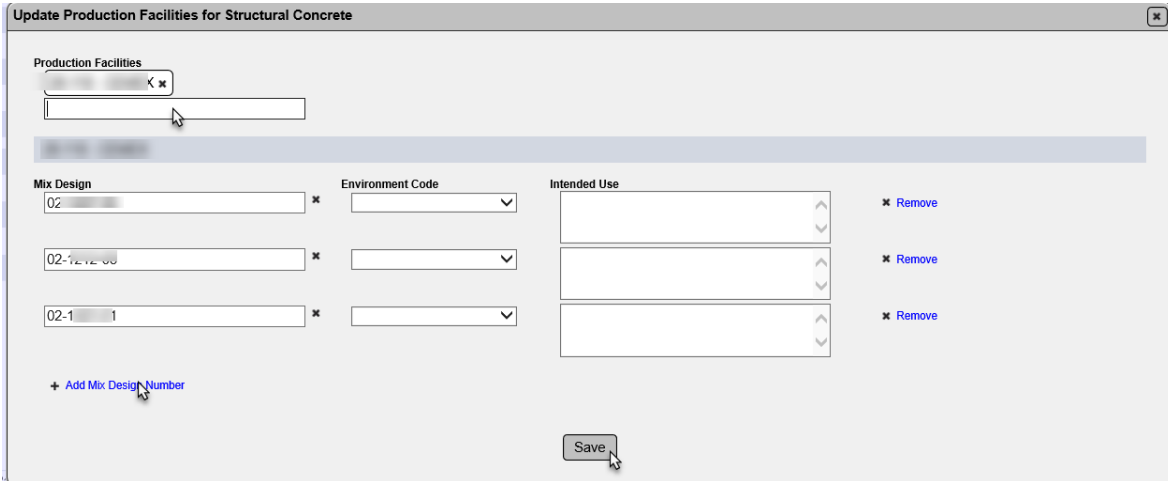
Labs [2]

Production Facilities [1]

Production Facility	City	Status

Update

1. Make changes to the data to satisfy the rejection reason using the appropriate Update functions.



Update Production Facilities for Structural Concrete

Production Facilities

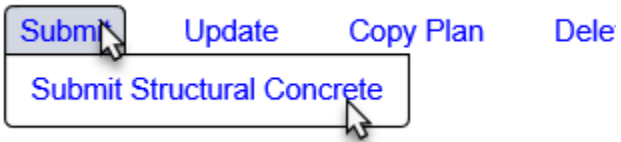
Mix Design

Mix Design	Environment Code	Intended Use	Action
02			Remove
02-12-00			Remove
02-1			Remove

+ Add Mix Design Number

Save

2. Make any changes and select the Save option.



3. Select the Submit option.
4. Submit the material type with the corrections.

You will receive a message that the material type was successfully submitted.

Submit Contractor QC Plan Material Type was successful

The Status of the material type will be updated to [Material Type] is Corrections Mad and Ready for Review.

Status

Structural Concrete is Corrections Made and Ready for Review

Chapter 11 – Updating an Existing CQCP with New Materials

Specifications Section 105 requires the Contractor to maintain the CQCP in an updated status. The QC Manager should notify the PA whenever a new material is added to the CQCP. Adding a new material to an existing CQCPs is not defined as an addendum to the CQCP ([Chapter 12 – CQCP Addendums](#)).

A. Finding the CQCP

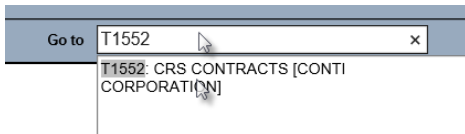


1. Select the Contractor QC Plan menu option.

You will be navigated to Contractor QC Plan screen.

1. Using the Go To field

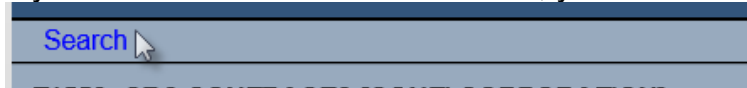
You can use the Go To field to navigate directly to the specific CQCP if you know the contract number.



2. Enter the contract number. Select the appropriate entry from the returned list.

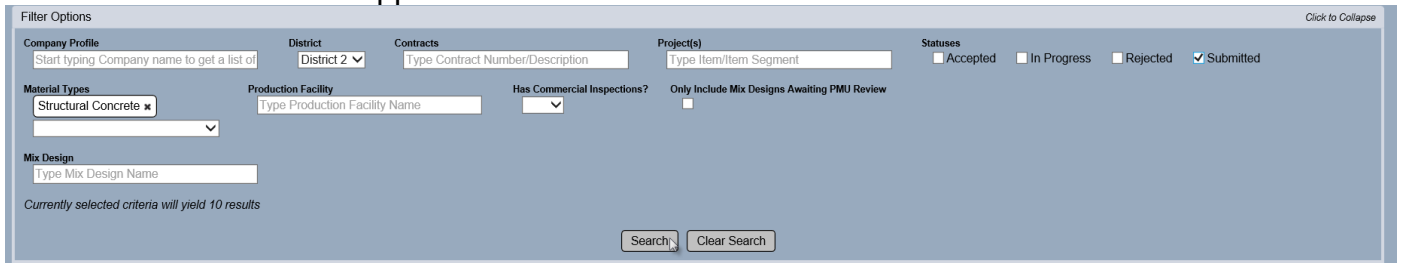
2. Using the Search option

If you don't know the contract number, you can use the search screen.



1. Select the Search option.

A search sub screen will appear.

A screenshot of a search sub screen titled 'Filter Options'. It contains several filter categories: 'Company Profile' (text input), 'District' (dropdown menu showing 'District 2'), 'Contracts' (text input), 'Project(s)' (text input), 'Statuses' (checkboxes for 'Accepted', 'In Progress', 'Rejected', and 'Submitted'), 'Material Types' (dropdown menu showing 'Structural Concrete'), 'Production Facility' (text input), 'Has Commercial Inspections?' (checkbox), and 'Only Include Mix Designs Awaiting PMU Review' (checkbox). At the bottom, there is a 'Mix Design' text input and a status message: 'Currently selected criteria will yield 10 results'. There are 'Search' and 'Clear Search' buttons at the bottom right.

4. Use the appropriate search criteria to narrow down your search.
5. Select the Search option.

The search results will appear at the bottom of the search sub screen.

1	T2649: CRS CONTRACTS [V E WHITEHURST & SONS, INC.]	ATI - (Asphalt Technologies, Inc.)	Asphalt is Submitted, Earthwork is Submitted, Guardrail is Submitted, Metal Pipe is Submitted, Precast Pipe is Submitted, Precast Drainage Structures is Submitted, Structural Concrete is Submitted
2	T2643: CRS CONTRACTS [SICE INC]	Universal Engineering Sciences	Earthwork is Submitted, Structural Concrete is Submitted
3	T2641: CRS CONTRACTS [SUPERIOR CONSTRUCTION COMPANY O]	Superior Construction Company, Inc.	Asphalt is In Progress, Earthwork is Submitted, Fencing is In Progress, Guardrail is In Progress, Miscellaneous Metal is Submitted, Precast Pipe is Submitted, Precast Drainage Structures is Submitted, Prestressed Concrete Products is Submitted, Structural Concrete is Submitted
4	T2639: CRS CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Anderson Columbia Company, Inc.	Asphalt is Submitted, Earthwork is Submitted, Guardrail is Submitted, Prestressed Concrete Products is Submitted, Structural Concrete is Submitted
5	T2621: CRS CONTRACTS [SUPERIOR CONSTRUCTION COMPANY O]	Superior Construction Company, Inc.	Asphalt is In Progress, Earthwork is Submitted, Fencing is Submitted, Galvanizing is In Progress, Guardrail is In Progress, Miscellaneous Metal is Submitted, Precast Pipe is Submitted, Precast Drainage Structures is Submitted, Prestressed Concrete Products is Submitted, Structural Concrete is Submitted
6	T2619: CRS CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Anderson Columbia Company, Inc.	Asphalt is Submitted, Earthwork is Submitted, Precast Pipe is Submitted, Precast Drainage Structures is Submitted, Structural Concrete is Submitted
7	T2607: CRS CONTRACTS [PETTICOAT-SCHMITT CIVIL CONTRAC]	Professional Service Industries, Inc. (PSI)	Asphalt is Accepted, Earthwork is Accepted, Structural Concrete is Submitted
8	T2515: CRS CONTRACTS [SUPERIOR CONSTRUCTION COMPANY O]	Superior Construction Company, Inc.	Asphalt is Submitted, Earthwork is Submitted, Fencing is Submitted, Guardrail is Submitted, Incidental Precast Products is Submitted, Miscellaneous Metal is Submitted, Plastic Pipe is Submitted, Precast Drainage Structures is Submitted, Prestressed Concrete Products is Submitted, Structural Concrete is Submitted, Timber is Submitted
9	T2513: CRANT DISBURSEMENT [A] ACHUA	Anderson Columbia	Asphalt is Submitted, Earthwork is Submitted, Precast Drainage Structures is Submitted, Structural Concrete is Submitted

6. Click on the row of the Financial Project Id to navigate to that specific CQCP.

B. Updating the QC Manager

If the QC manager listed is okay, but the contact information has changed, you can make updates to the contact information. Or you may need to change the QC Manager if there is a new QC Manager during the contract.

1. Click on the QC Manager tab to expand it.
2. Click on the Update option.

An Update dialog box will appear.

3. Make changes to the data as needed. The fields are described in Chapter 2 Section [A. Entering the QC Manager](#).
4. Select the Save option to save the changes.

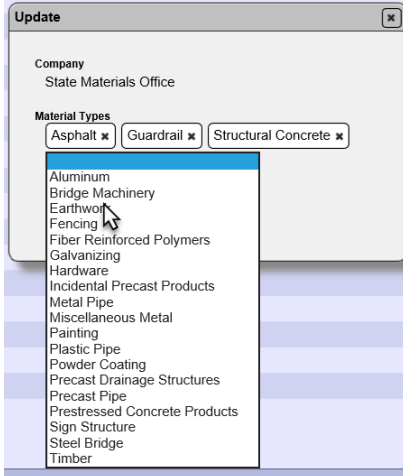
C. Adding a Material

The initial entry may not include all the QC Program materials on the contract. As the material sources are identified, the materials that were not initially included must be added.

Update Delete View for Print

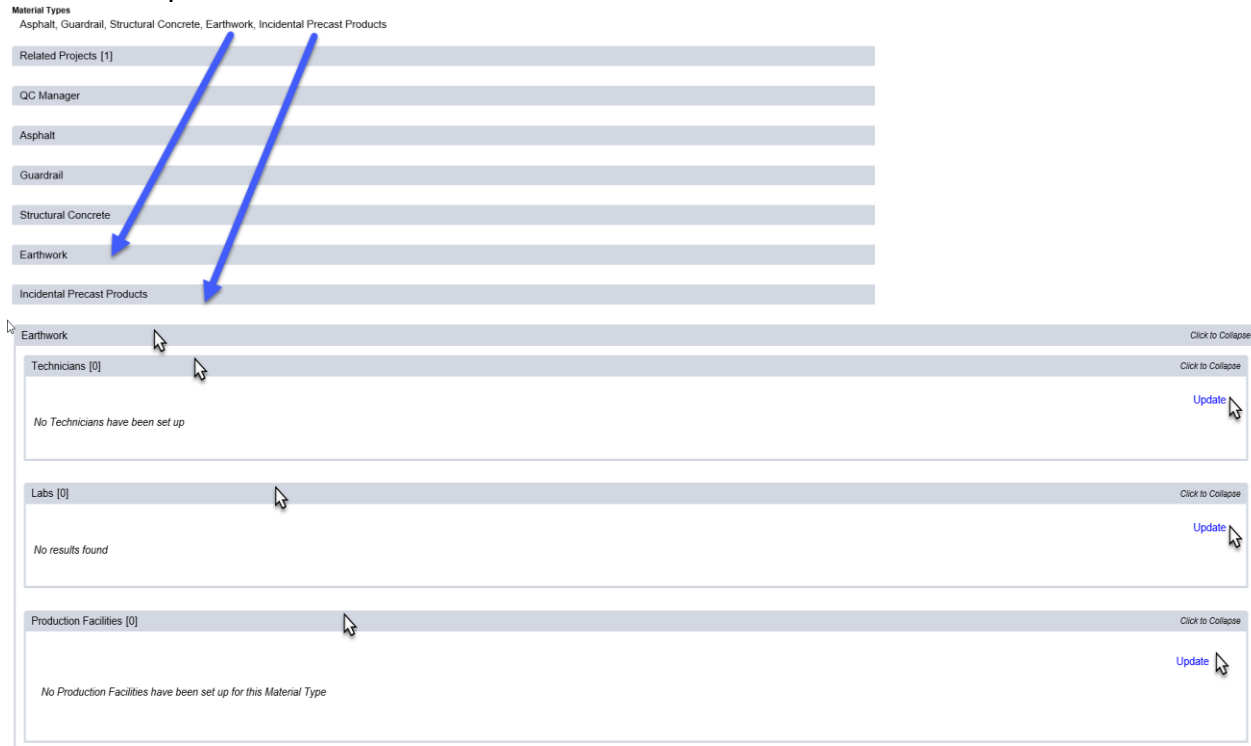
- Status
Asphalt is In Progress, Guardrail is In Progress, Structural Concrete is In Progress
1. Select the Update option.

An Update dialog box will appear. The existing Materials will be listed.



2. Select the new material type from the Material Types drop-down list, for example Earthwork. This material type will be added, and a new blank field will appear. If more materials are needed, continue to select the material types until you have identified all the ones for this addendum.

New tabs will be added for the material types selected. The information is not complete until the required information for each tab is also included.



3. Click on the new tab to expand it.
4. Update the revised information on any sub tab(s) for the material.
5. Repeat for all added materials.

See [Chapter 2 – Creating a Contractor QC Plan](#) for the specific section related to the material(s) you selected.

D. Deleting a Material

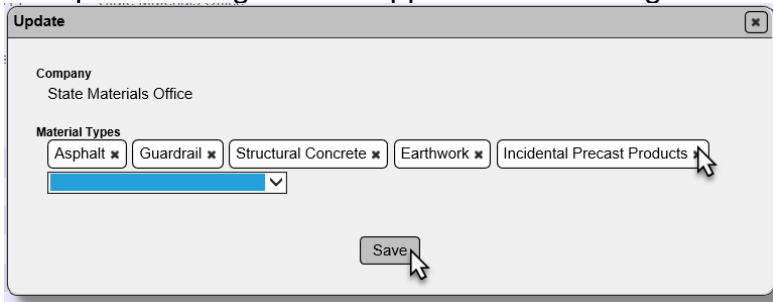
[Update](#) [Delete](#) [View for Print](#)

Status

Asphalt is In Progress Guardrail is In Progress Structural Concrete is In Progress

1. Select the Update option.

An Update dialog box will appear. The existing Materials will be listed.



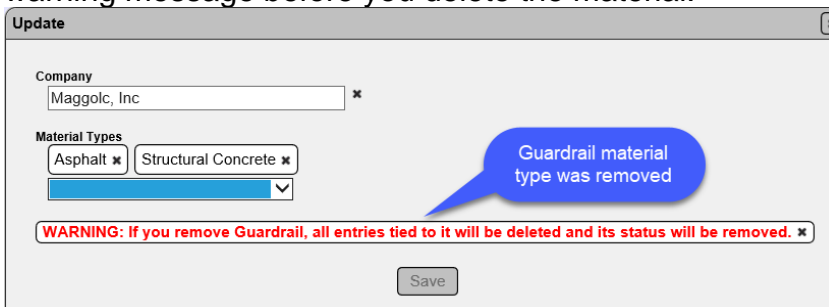
2. Select the X next to the material type you wish to delete.

3. Select the Save option.

The system will delete the material and all entries related to that material (sub tabs). You will receive a message that the CQCP was updated successfully. You will not receive a warning that additional information will be deleted along with the material type.

Update Contractor QC Plan was successful

NOTE: MAC will allow you to delete a material type that has entries. You will receive a warning message before you delete the material.



If you inadvertently delete a material type with entries, you will have to reenter the material type and reselect all information related to that material type. For example, if you delete structural concrete, you will have to add the material type back and enter all the production facilities and mix designs in the original submittal and any addendums to get the information back. Those entries will have to be processed and reviewed. That is why is it suggested that you print a hard copy report of the information regularly ([Chapter 6 – Viewing a CQCP for Print](#)).

Chapter 12 – CQCP Addendums

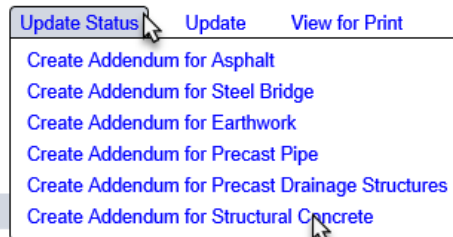
An addendum is defined as a revision to an existing material in MAC. Adding a new material to a CQCP is not considered an addendum.

A. Creating an Addendum

An addendum to a material can be created:

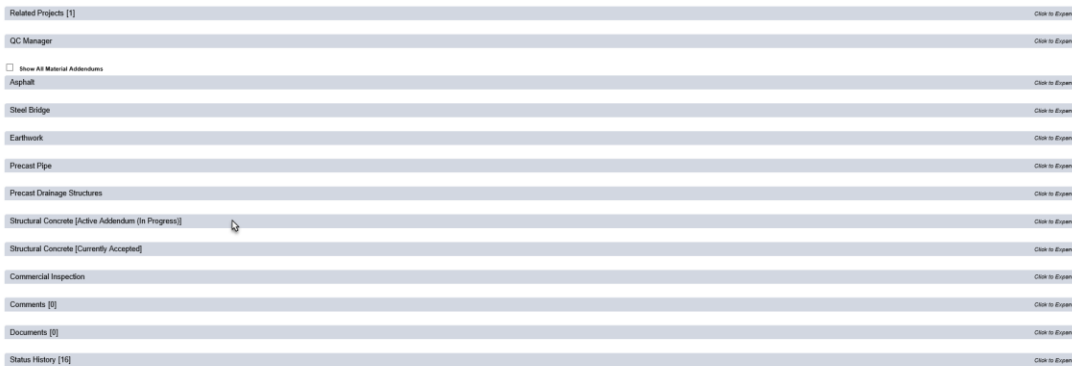
- Asphalt, Earthwork or Structural Concrete – when the material has been submitted, reviewed by PMU (for structural concrete), and accepted or rejected by the PA.
 - You cannot create an addendum if:
 - The material is in progress
 - The material has not yet been reviewed and accepted or rejected by the PA
 - The structural concrete mix designs have not been reviewed by the PMU and the structural concrete has not yet been reviewed and accepted or rejected by the PA
- For all other materials – when the material has been submitted.
 - If a material is In Progress, an addendum cannot be created.

The Update Status option will show which materials are eligible for an addendum now.



1. Select the Update Status option.
2. Select the Create Addendum for [Material] option for the material you want the addendum for.

When an addendum is created, a new material tab is added with the status if [Active Addendum (In Progress)]. You will see both tabs.



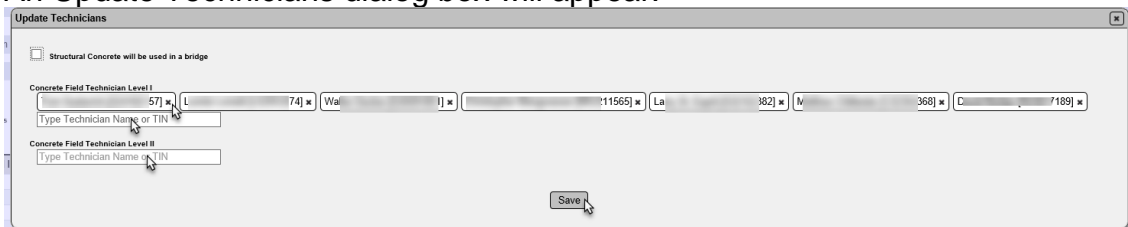
3. Click on the addendum tab to expand it.

1. Updating Technicians



- If the material requires technicians to be listed, click on the Technician sub tab to expand it.
- Click on the Update option.

An Update Technicians dialog box will appear.



- Select the X next to the Technician's name and TIN to remove an existing technician.
- Enter the name or TIN of a technician you want to add in the blank field and select the technician from the returned list.
- Select the Save option to save your changes.

The Labs tab will indicate which labs have been added or removed and their overall lab qualification status. Review the specific test method qualification status using the instructions found in [Chapter 8 – Reviewing the Laboratory Test Method Status](#).

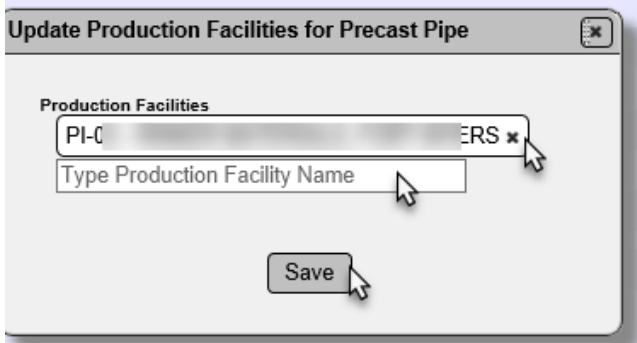
Lab	City	Lab Status
IC	FLORIDA	Qualified Added
IC	FLORIDA	Qualified Added
IC	FLORIDA	Qualified Removed

3. Updating Production Facilities



- Click on the Production Facilities tab to expand it.
- Click on the Update option.

An Update Production Facilities for [Material] dialog box will appear.



- Select the X next to the production facility to remove an existing production facility.
- Enter the Product Facility Id or company name of a production facility you want to add in the blank field and select the entry from the returned list.
- Select the Save option to save your changes.

The Production Facilities tab will indicate which production facilities have been added or removed and their Producer QC Plan status.

Production Facility	City	Status
PI-1	FLORIDA	QC Plan Accepted for Precast Pipe [1/23/2017] QC Stamp Added
PI-1	FLORIDA	QC Plan Accepted for Precast Pipe [4/17/2015] Added
PI-4	Removed	

4. Updating Structural Concrete Production Facilities and Mix Designs

When creating an addendum for structural concrete, you have the option to add or remove production facilities or mix designs.

Production Facility	City	Status	Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed
01-0	PUNTA GORDA, FLORIDA	QC Plan Accepted for Structural Concrete [1/17/2017]	01-0		Extremely Aggressive	Class II 3400	Is Available	No
01-0			01-0		Extremely Aggressive	Class II 3400	Is Available	Yes
01-0			01-0		Extremely Aggressive	Class II 3400 Slip Form	Is Available	Yes
01-0			01-0		Extremely Aggressive	Class II 4500 Deck/Approach		No
01-0			01-0		Extremely Aggressive	Class I Structural #89 Stone		No
07-1			07-1		Extremely Aggressive	Class I Structural #89 Stone Increased Slump		No
01-0			01-0		Extremely Aggressive	Class II 3400 Increased Slump		No
07-1			07-1		Extremely Aggressive	Class II 3400	Is Available	Yes

- Click on the Production Facilities tab to expand it.
- Click on the Update option.

An Update Production Facilities for Structural Concrete dialog box will appear.

Update Production Facilities for Structural Concrete

Production Facilities

01-0

Type Production Facility Name

Mix Design	Environment Code	Intended Use	Remove
01-0	Extremely Aggressive	Class II 3400	X Remove
01-0	Extremely Aggressive	Class II 3400	X Remove
01-0	Extremely Aggressive	Class II 3400 Slip Form	X Remove
01-0	Extremely Aggressive	Class II 4500 Deck/Approach	X Remove
01-0	Extremely Aggressive	Class I Structural #89 Stone	X Remove
07-1	Extremely Aggressive	Class I Structural #89 Stone Increased Slump	X Remove
01-0	Extremely Aggressive	Class II 3400 Increased Slump	X Remove
07-1	Extremely Aggressive	Class II 3400	X Remove

+ Add Mix Design Number

Mix Design	Environment Code	Intended Use	Remove
01-4	Extremely Aggressive	Class II 3400	X Remove
01-0	Extremely Aggressive	Class II 3400	X Remove
01-0	Extremely Aggressive	Class II 3400 Slip Form	X Remove
01-4	Extremely Aggressive	Class II 4500 Deck/Approach	X Remove
01-0	Extremely Aggressive	Class I Structural #89 Stone	X Remove
07-1	Extremely Aggressive	Class I Structural #89 Stone Increased Slump	X Remove
01-0	Extremely Aggressive	Class II 3400 Increased Slump	X Remove
07-1	Extremely Aggressive	Class II 3400 #89 HRWR	X Remove

+ Add Mix Design Number

Save

- a. To delete an existing plant and all mix designs assigned to the plant, select the X next to the production facility.
- b. To delete mix designs from a specific production facility, select the x next to the Remove option, not the x by the mix design field.

The screenshot shows two production facility entries in a table. The top entry has a red 'X' next to the 'Remove' button. The bottom entry has a red 'X' over the 'Mix Design' field.

- c. To add a new production facility, enter the Product Facility Id or company name of a production facility you want to add in the blank field and select the entry from the returned list.
- d. To add a new mix design to an existing production facility or a new facility you just added, select the Add Mix Design Number option. Enter the mix design number in the blank field.
- e. Select Save when all entries have been deleted or added.

A new mix design added to an existing production facility will appear in green as *Added*.

Production Facilities [2]

Production Facility	City	Status
01-	OTTE, FLORIDA	QC Plan Accepted for Structural Concrete [1/11/2017]

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed
01	01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class II 3400	No
01	01	Class II (3400 PSI) / Conventional	Extremely Aggressive	Class II 3400	Is Available
01	01SF	Class II (3400 PSI) / Slip Form	Extremely Aggressive	Class II 3400 Slip Form	Is Available
01	01	Class II Bridge Deck (4500 PSI) / Conventional	Extremely Aggressive	Class II 4500 Deck/Approach	No
01	01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class I Structural #89 Stone	No
01	01	Class I (3000 PSI) / Increased Slump	Extremely Aggressive	Class I Structural #89 Stone Increased Slump	No
01	01	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 Increased Slump	No
01	02	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 #89 HRVVR	Is Available
01	04	Class IV (5500 PSI) / Increased Slump	Extremely Aggressive	Class II 3400	No

A removed mix design will show as *Removed* in strike through with red.

Production Facilities [2]

Production Facility	City	Status
01-	OTTE, FLORIDA	QC Plan Accepted for Structural Concrete [1/11/2017]

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed
0	04	Class IV (5500 PSI) / Increased Slump	Extremely Aggressive	Class II 3400	No
0	01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class II 3400	No
0	01	Class II (3400 PSI) / Slip Form	Extremely Aggressive	Class II 3400 Slip Form	Is Available
0	01	Class II Bridge Deck (4500 PSI) / Conventional	Extremely Aggressive	Class II 4500 Deck/Approach	No
0	01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class I Structural #89 Stone	No
0	01	Class I (3000 PSI) / Increased Slump	Extremely Aggressive	Class I Structural #89 Stone Increased Slump	No
0	01	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 Increased Slump	No
0	01	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 #89 HRVVR	Is Available
0	01	Class II (3400 PSI) / Conventional	Extremely Aggressive	Class II 3400	Is Available

Showing 1 to 9 of 9

A new production facility with new mix designs will appear in green as *Added*. The mix designs are not shown as added since the production facility is new.

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance	User Reviewed
01-05	1 (3000 PSI) / Conventional			No		
07-11	1 (3000 PSI) / Increased Slump			No		

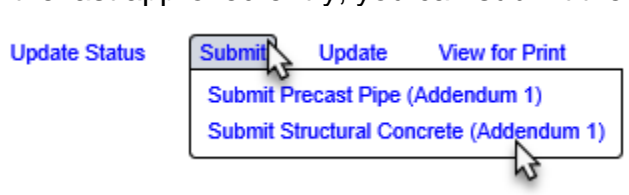
Showing 1 to 2 of 2

A removed mix production facility will show as *Removed* and no mix designs will be listed since the CQCP now indicates that the production facility will not be producing for the contract.

01-05						
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B. Submitting an Addendum

Once you have completed adding and removing the data on the addendum that reflects the changes to the last approved entry, you can submit the addendum.



1. Select the Submit option.
2. Select the Submit [Material] (Addendum X) option you are ready to submit. For example, this is for Structural Concrete Addendum 1.

A Submit [Material] Addendum dialog box may appear for some materials.



3. Select the Submit option to submit the addendum. This action indicates to the FDOT that you have finished designating the addendum information.

You will receive a message that the addendum was successfully submitted.



The addendum status will be revised to Submitted.

Precast Pipe		
	In Progress	10/20/2017 3:09:52 PM
	Submitted	10/20/2017 3:11:28 PM
Addendum 1	In Progress	11/21/2017 11:14:51 AM
Addendum 1	Submitted	11/21/2017 11:41:01 AM

C. DMRO Structural Concrete Mix Design Addendum Review

When a structural concrete addendum is submitted with new mix designs, the DMRO concrete PMU must review the mix design materials to determine if the production facility can produce the mix.

The only difference is the existing mix designs that have already been reviewed and approved do not need a new review:

Production Facilities [2]

Production Facility	City	Status
01 LS	PUNTA GORDA, FLORIDA	QC Plan Accepted for Structural Concrete [2/8/2016]

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed	
0 05	Class II Bridge Deck (4500 PSI) / Conventional			Is Available	Yes	Update
0	Class I (3000 PSI) / Conventional			Is Available	Yes	Update
0	Class II (3400 PSI) / Conventional			Is Available	Yes	Update
0 09	Class IV Drilled Shaft (4000 PSI) / Conventional			Is Available	Yes	Update
0 07/NC(6.15)	Class IV Drilled Shaft (4000 PSI) / Conventional			Is Available	Yes	Update
G	Class II (3400 PSI) / Increased Slump			No	No	Update Added
G 02	Class II Bridge Deck (4500 PSI) / Conventional			No	No	Update Added

Showing 1 to 7 of 7

Production Facility	City	Status	
12 LS	FORT MYERS, FLORIDA	QC Plan Accepted for Structural Concrete [2/8/2016]	Added

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed	
01 10	Class I (3000 PSI) / Conventional			No	No	Update
01 12	Class II (3400 PSI) / Conventional			No	No	Update

Showing 1 to 2 of 2

NOTE: If the previous entries had mix designs that were not reviewed by the PMU, they will show as needing review, even though they were not added in this addendum.

Production Facilities [2]

Production Facility	City	Status
05 PS	PORT CHARLOTTE, FLORIDA	QC Plan Accepted for Structural Concrete [1/11/2017]

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed	
07	Class IV (5500 PSI) / Increased Slump			No	No	Update Added
01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class II 3400	No	No	Update
01	Class II (3400 PSI) / Slip Form	Extremely Aggressive	Class II 3400 Slip Form	Is Available	Yes	Update
01	Class II Bridge Deck (4500 PSI) / Conventional	Extremely Aggressive	Class II 4500 Deck/Approach	No	No	Update
01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class I Structural #89 Stone	No	No	Update
07	Class I (3000 PSI) / Increased Slump	Extremely Aggressive	Class I Structural #89 Stone Increased Slump	No	No	Update
01	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 Increased Slump	No	No	Update
07	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 #89 HRWR	Is Available	Yes	Update
01 05/01	Class II (3400 PSI) / Conventional	Extremely Aggressive	Class II 3400	Is Available	Yes	Removed

The green highlighted entry is the only one added in this addendum; however, the orange highlighted entries were not previously reviewed and marked by the concrete PMU.

D. Addendum Tracking

As changes are made to each material, new addendum tabs are added. Since each tab has its own set of information, it is good to know how MAC identifies the addendum changes. It is not necessary to expand each tab for each entry to determine what information has been revised. The most current tab can be expanded to see the new information.

When the QC data entry personnel submit the first addendum, the revised data is MAC comparing the original submittal to the first addendum. As shown in screenshots in the above sections, new entries and deleted entries will be highlighted in the addendum. When the second addendum is created, MAC highlights the additions and changes from addendum 1 to addendum 2 and so on. You cannot determine all the changes made without opening all the tabs. However, this process allows the data entry person, DMRO concrete PMU and PA to quickly see what has been added or deleted. This also means that any entries previously accepted do not have to be reviewed again. Only new information will require a review.

For longer contracts with multiple materials, this approach can mean that the screen can become extremely long. To shorten the viewable data, only the latest accepted and in progress versions are published.

Related Projects [18]

QC Manager

Show All Material Addendums

Asphalt [Active Addendum (In Progress)]

- Technicians [14]
- Labs [3]
- Production Facilities [2]

Asphalt [Currently Accepted]

Steel Bridge

Earthwork

Fencing

Concrete

To see all the addendums, select the Show All Material Addendums indicator.

Chapter 13 – QC Manager Review Routine CQCP Review

The QC Manager should review the CQCP on a regular basis to see if new information has been added, if additional information is needed, or if there is information that has been submitted that needs to be reviewed. Look at the following items and any others that need the QC Manager's attention on a regular basis:

1. Material types –
 - a. Are all the material types currently being produced and/or delivered identified?
 - b. If yes, are the material tabs complete?
 - i. Technicians (if applicable)
 - ii. Laboratories (if applicable)
 - iii. Production Facilities
 - iv. Structural Concrete Mix Designs (if applicable)
2. Statuses – are there any qualification statuses that have changed since the initial entry?
 - a. Technicians
 - b. Laboratories
 - i. The overall laboratory status is the only one that will change on the CQCP. A lab status change here should be addressed
 - ii. See [Chapter 8 – Reviewing the Laboratory Test Method Status](#) to confirm if any new or existing labs have the appropriate test methods
 - c. Production Facilities
3. Material Types that trigger Commercial Inspection –
 - a. Are the items that require commercial inspection designated?
 - b. Are any items that do not require commercial inspection, but the Department would like inspected included?
 - c. If there are items that will not be commercially inspected, has that been indicated?