Florida Department of

TRANSPORTATION

Contractor QC Plan Data Entry

December 16, 2024

Contents

Updates

This section summarizes the updates in this document from the last posted version.

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Introduction

The Contractor QC Plan (CQCP) in MAC is how Contractors submit their QC plans to the Department per ***Specifications Section 105*** for contracts let on or after July 1, 2015.

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 updating 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 can 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

NOTE: Per ***Materials Bulletin 24-02/DCE Memo 24-04***, some steel and miscellaneous metal material types have been removed from the QC Program. Specifications Section 105 and MAC Programming are being revised to reflect this. Additional details can be found in this document.

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 even if the material is not asphalt, earthwork or structural concrete.

There are some contracts that do not have any of the QC Program materials such as a landscape project that does not require any other QC Program materials. They are rare, but they do occur. If there a no QC program material on the contract, a CQCP does not need to be created and a QC Manager does not need to be designated.

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
- 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
- ensure the production facility is listed on the CQCP at least 7 days before the footer is produced and delivered to the project
- ensure the footer has the appropriate certification and QC Stamp from the production facility and is stored properly if it is not immediately placed
- provide the certification to the Project Administrator (PA)
- 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

Section 105 QC Program Material	MAC Material Type	On the CQCP?	Triggers Commercial Inspection?
Steel & Miscellaneous Metals & Galvanized Metal Products	~~Aluminum J-Arms~~*	**No longer listed**	**YES****
	~~Aluminum Light Poles~~*	**No longer listed**	No
	~~Aluminum Railing~~*	**No longer listed**	No
	Bridge Bearings	Yes	Yes
	Bridge Castings	Yes	No
	Bridge Forgings	Yes	No
	Bridge Machinery	Yes	Yes
	~~CCTV Pole~~*	**No longer listed**	No
	~~Coated Steel Fence~~*	**No longer listed**	No
	~~Drainage (Castings)~~*	**No longer listed**	No
	~~Drainage (Welded)~~*	**No longer listed**	No
	~~Elastomeric Bearing Pads~~*	**No longer listed**	No
	~~Galvanizing~~*	**No longer listed**	No
	Guardrail	Yes	No
	~~Laminated Bearing Pads~~*	**No longer listed**	No
	~~Mast Arm~~*	Yes	No
	Overhead Cantilever	Yes	Yes
	Overhead Gantry	Yes	Yes
	Overhead Monotube	Yes	Yes
	Overhead Span / Truss	Yes	Yes
	~~Powder Coating~~*	**No longer listed**	No
	Shop Metalizing	Yes	Yes
	Shop Painting	Yes	Yes
	~~Stay In-Place Forms – Coated~~*	**No longer listed**	No
	~~Stay In-Place Forms – Uncoated~~*	**No longer listed**	No
	Steel Bridge (Pedestrian)	Yes	Yes
	Steel Bridge (Vehicular)	Yes	Yes
	~~Steel Mast Lighting~~*	**No longer listed**	No
	Steel Modular Joints	Yes	Yes
	~~Steel Railing~~*	**No longer listed**	No
	~~Strain Pole~~*	**No longer listed**	No

*Material type deleted from QC Program in July 2024 workbook. Per ***Materials Bulletin 24-02/DCE Memo 24-04***, existing contracts should process a no cost change order. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

**Response to Question 1 = No if this is the only material triggering commercial inspection. See Chapter 4 G. Commercial Inspection.

Chapter 2 – Contractor QC Plan Statuses

The CQCP does not have a status. Each material type has an independent status. This results in different parts of the CQCP being in different statuses at the same time.

A. Materials other than Asphalt, Earthwork and Concrete

Function	Material Type Status
Data entry creates a CQCP with at least 1 material type	In Progress
Data entry updates a CQCP with a material type	In Progress
Data entry submits a CQCP material type	Submitted

B. Asphalt and Earthwork Material Types

Function	Material Type Status
Data entry creates a CQCP with asphalt or earthwork material type	In Progress
Data entry updates a CQCP to include asphalt or earthwork material type	In Progress
Data entry submits asphalt or earthwork material type	Submitted
PA returns asphalt or earthwork material type for data entry corrections	Rejected and Returned for Corrections
Data entry submits asphalt or earthwork material type with data entry corrections	Correction Made and Ready for Review
PA accepts asphalt or earthwork material type	Accepted
NOTE: Addendums have the same statuses as the original submission	

C. Structural Concrete Material Type

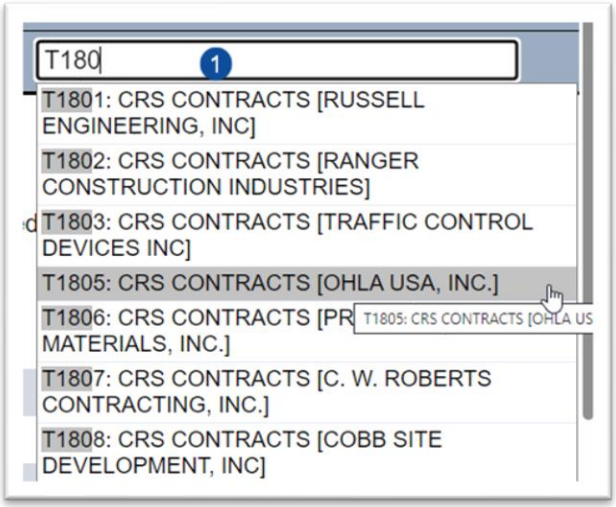
Function	Material Type Status
Data entry creates a CQCP with structural concrete material type	In Progress
Data entry updates a CQCP to include structural concrete material type	In Progress
Data entry submits structural concrete material type	Submitted*
**PA cannot accept or reject without Concrete PMU review being complete*	
PMU reviews material availability	Submitted
PA returns structural concrete material type for data entry corrections	Rejected and Returned for Corrections
Data entry submits asphalt or earthwork material type with data entry corrections	Correction Made and Ready for Review
PA accepts structural concrete material type	Accepted
NOTE: Addendums have the same statuses as the original submission	

Chapter 3 – Navigating to an Existing Contractor QC Plan

There are two ways to navigate to an existing CQCP, the Go to field if you know the contract number and Search option if you don't.

A. Navigating to an existing Contractor QC Plan with the Go to field

If you know the contract number, that is the unique identifier for CQCPs. The Go to field uses it for navigating to a specific entry.

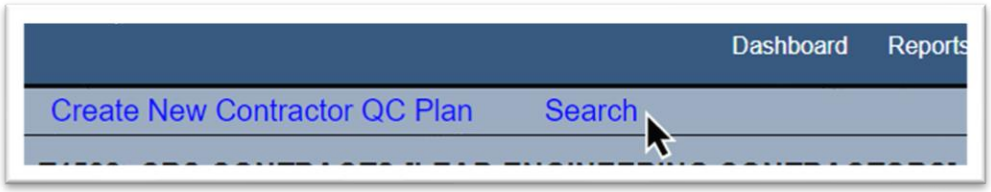


1.Enter all or part of the contract number (at least 3 digits are needed).
2. Select an entry from the returned list.

You will be navigated to that entry.

B. Navigating to a Contractor QC Plan using the Search option

If you don't know the contract number, there are a few options to find a specific CQCP.



1. Select the Search option.

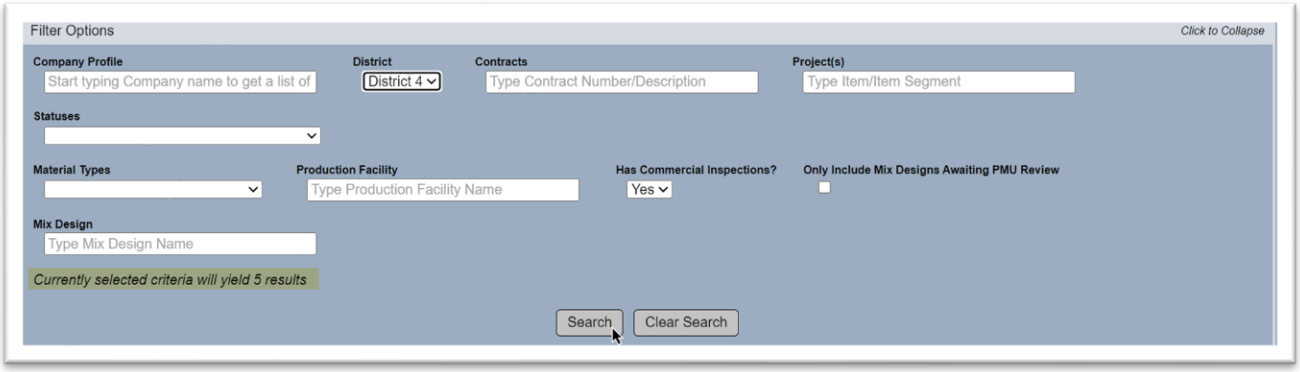
The Search subscreen appears above the CQCP screen in the background.

2. Use Search fields to narrow down the list of returned values:
a. **Company Profile** – enter all or part of the MAC company name and select the entry from the returned list. The entries will be narrowed down to only those with that company name.

NOTE: This is the name of the company who created and maintains the CQCP entry, not necessarily the Prime Contractor.

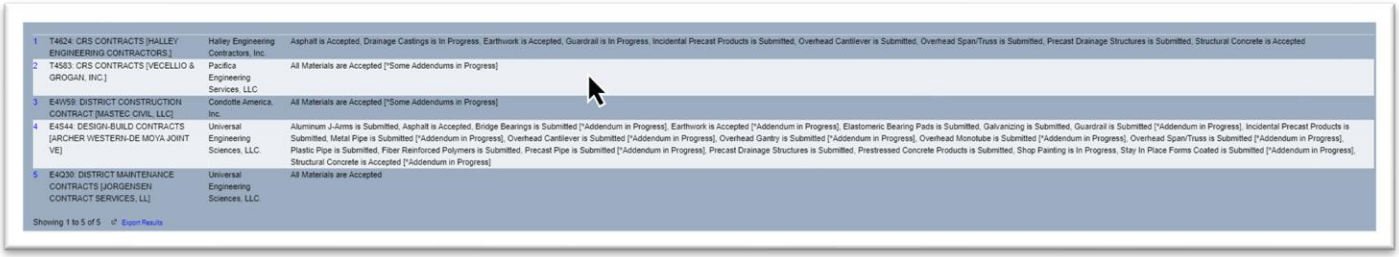
b. **District** – select the district the contract is assigned to from the dropdown.
c. **Contracts** – this field is multiselect. The Go to field is single select. Use this field if you want to search results to include more than one contract, otherwise, use the Go To field for a single entry.
d. **Project(s)** – enter all or part of one of the Financial Project Numbers (FPNs) and select an entry from the returned list. This field is multiselect.
e. **Statuses** – these are the statuses of the different Material Type entries (Chapter 2 – Contractor QC Plan Statuses). Select the appropriate status(es). This field is multiselect.
f. **Material Types** – select one or more material types from the dropdown. This field is multiselect.
g. **Production Facility** – enter the facility id, description or partial description and select an entry from the returned list.
h. **Has Commercial Inspections?** – select yes to include all CQCPs with commercial inspection. Select no to exclude them.
i. **Only Include Mix Designs Awaiting PMU Review** – select this indicator to include only CQCPs with structural concrete mix designs not yet reviewed by a PMU. It should be used in conjunction with other fields such as district or production facility.
j. **Mix Design** – enter all or part of a mix design number (asphalt or concrete) and select the entry from the returned list.

As you select filters, the Search subscreen denotes how many entries meet the filters.



3. Select the Search option to generate the list of results at the bottom of the Search subscreen.

The list appears below the search fields.



1	T4624: CRS CONTRACTS [HALLEY ENGINEERING CONTRACTORS,]	Halley Engineering Contractors, Inc.	Asphalt is Accepted, Drainage Castings is In Progress, Earthwork is Accepted, Guardrail is In Progress, Incidental Precast Products is Submitted, Overhead Cantilever is Submitted, Overhead Span/Truss is Submitted, Precast Drainage Structures is Submitted, Structural Concrete is Accepted
2	T4583: CRS CONTRACTS [VECELLIO & GROGAN, INC.]	Pacifica Engineering Services, LLC	All Materials are Accepted [*Some Addendums in Progress]
3	E4W59: DISTRICT CONSTRUCTION CONTRACT [MASTEC CIVIL, LLC]	Condotte America, Inc.	All Materials are Accepted [*Some Addendums in Progress]
4	E4S44: DESIGN-BUILD CONTRACTS [ARCHER WESTERN-DE MOYA JOINT VE]	Universal Engineering Sciences, LLC.	Aluminum J-Arms is Submitted, Asphalt is Accepted, Bridge Bearings is Submitted [*Addendum in Progress], Earthwork is Accepted [*Addendum in Progress], Elastomeric Bearing Pads is Submitted, Galvanizing is Submitted, Guardrail is Submitted [*Addendum in Progress], Incidental Precast Products is Submitted, Metal Pipe is Submitted [*Addendum in Progress], Overhead Cantilever is Submitted [*Addendum in Progress], Overhead Gantry is Submitted [*Addendum in Progress], Overhead Monotube is Submitted [*Addendum in Progress], Overhead Span/Truss is Submitted [*Addendum in Progress], Plastic Pipe is Submitted, Fiber Reinforced Polymers is Submitted, Precast Pipe is Submitted [*Addendum in Progress], Precast Drainage Structures is Submitted, Prestressed Concrete Products is Submitted, Shop Painting is In Progress, Stay In Place Forms Coated is Submitted [*Addendum in Progress], Structural Concrete is Accepted [*Addendum in Progress]
5	E4Q30: DISTRICT MAINTENANCE CONTRACTS [JORGENSEN CONTRACT SERVICES, LL]	Universal Engineering Sciences, LLC.	All Materials are Accepted

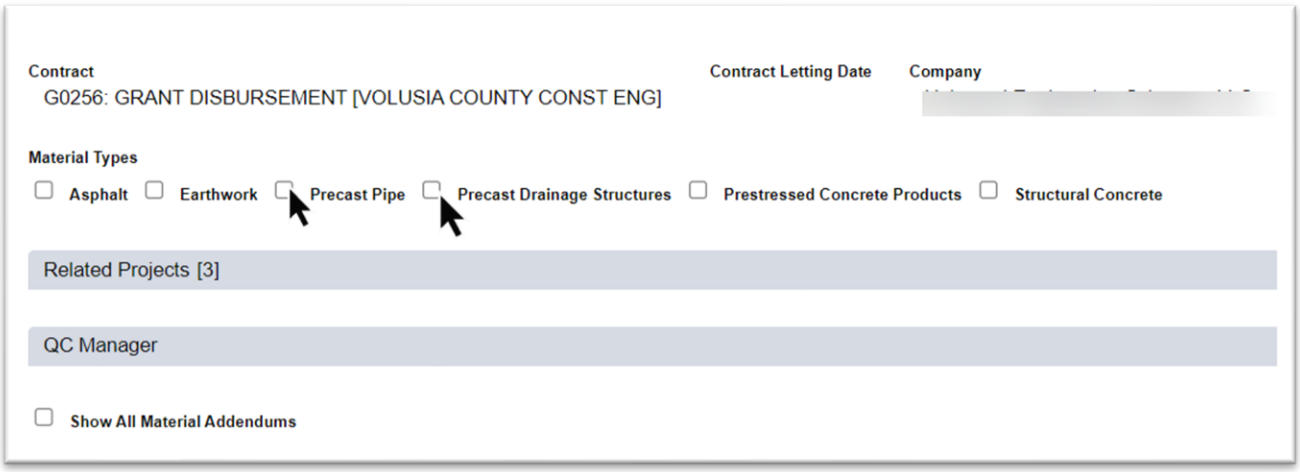
Showing 1 to 5 of 5 Export Results

4. Select a row of the search results to navigate to that CQCP.

NOTE: As long as you remain on the CQCP screen and do not change or clear your search results, the list will remain on the subscreen. Select the Search option again to open the subscreen and return to the results.

C. Viewing CQCP Entries not initially Displayed

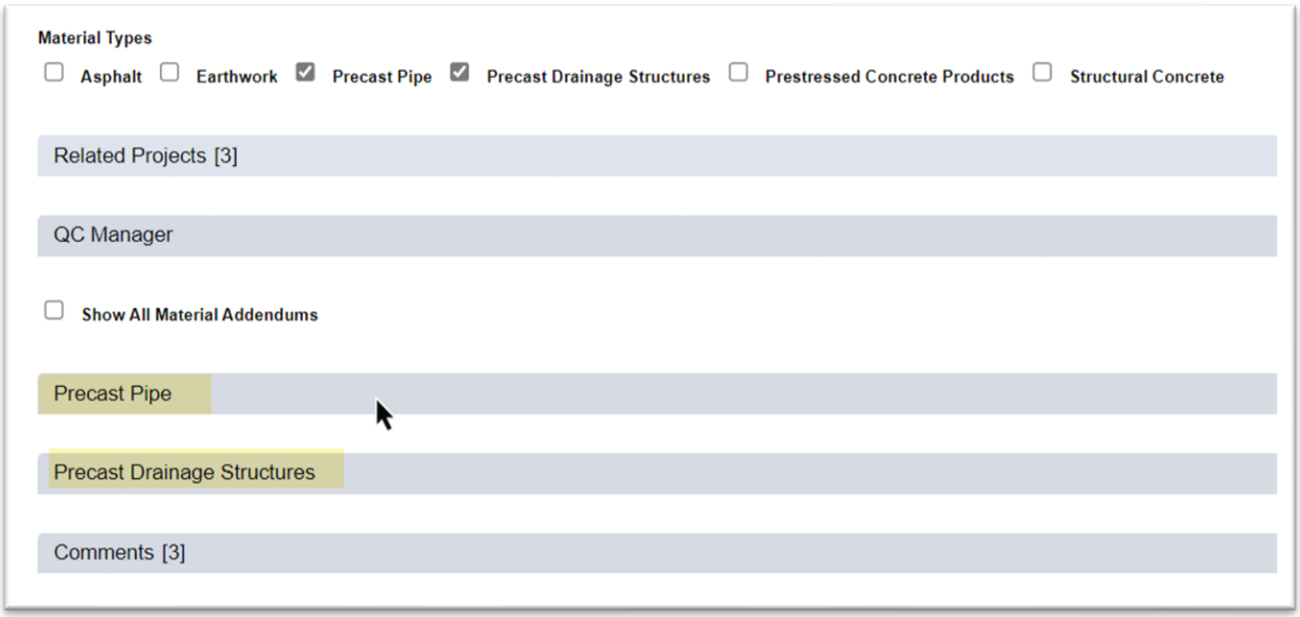
Recently the CQPC display has been updated so that some of the tabs and subtabs do not display when navigating to a specific CQCP. This is due to slow response time on large CQCPs, especially when the contract lasts a long time and has many materials.



When a CQCP first appears on the screen, only the QC Manager and the Commercial Inspection tab (if the CQCP has one) appears. The material types currently listed on the CQCP appear on the header with an indicator option. Selecting it will cause MAC to display the tab for that material.

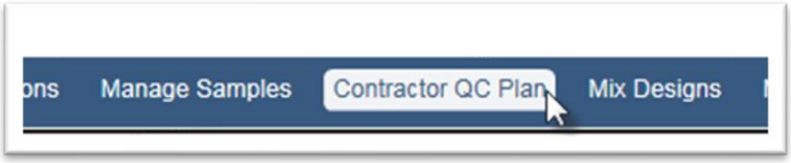
1. Select one or more material type indicators to display those materials.

The CQCP displays the tabs for the selected Material Types. If a Material Type has addendums, it will display the most recent addendum.



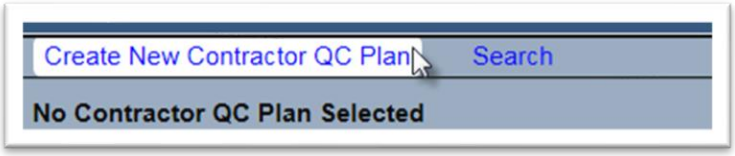
2. To see all the addendums for a Material Type, select the Show All Material Addendums option.
3. To see the information for a Material Type, click on the Material Type tab to expand it.

Chapter 4 - Creating a Contractor QC Plan



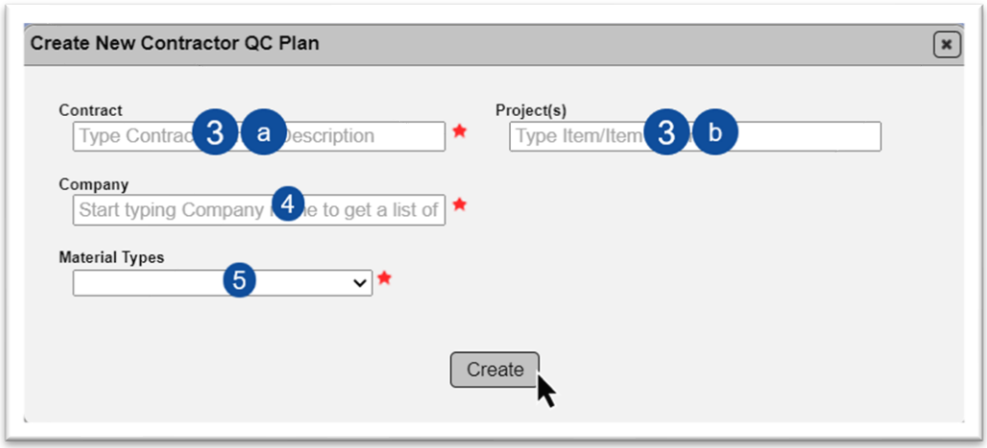
1. Select the Contractor QC Plan menu option.

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.



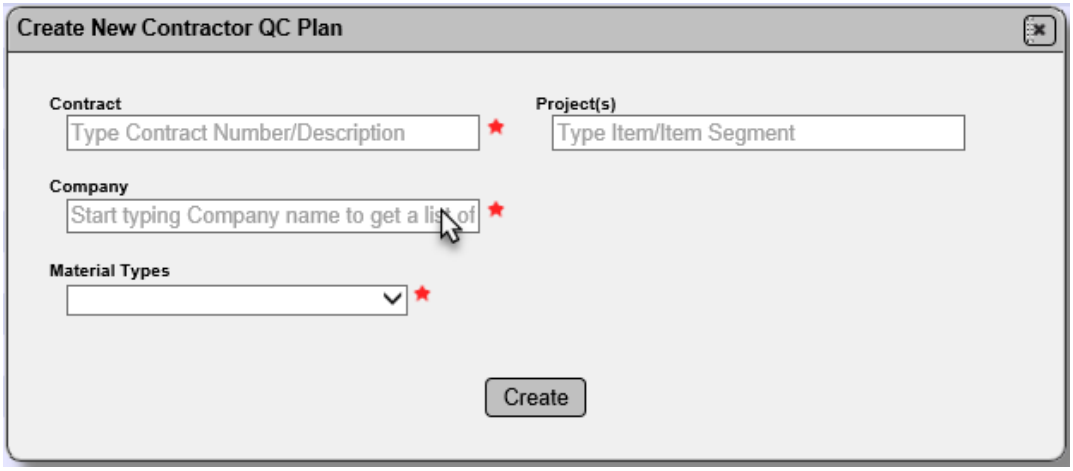
2. Select the Create New Contractor QC Plan option.

A Create New Contractor QC Plan dialog box appears.
NOTE: A * indicates a required field.



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

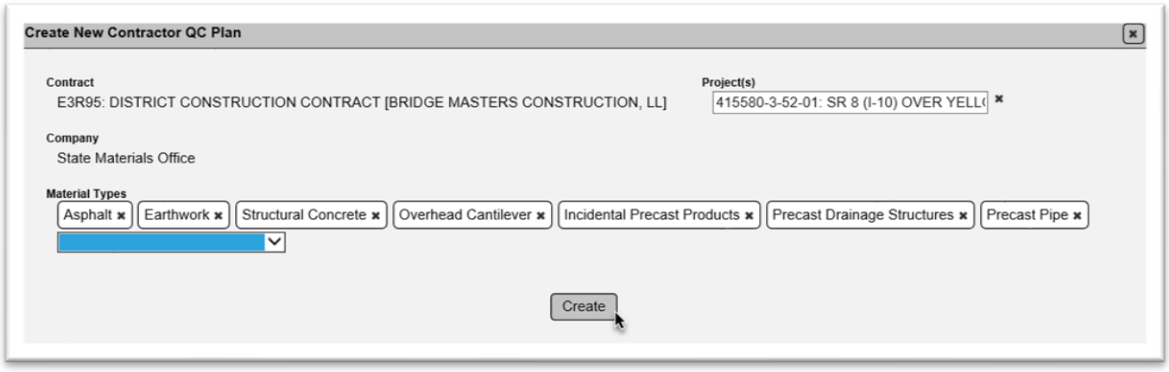
If the Contract Id is supplied, MAC will populate all the Financial Project Id(s) on the contract. If a Financial Project Id is supplied, MAC will populate the Contract Id and any additional Financial Project Ids on the contract of the Financial Project Id you supplied.



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 all the material types when 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 require commercial inspection are connected to the commercial inspection tab and require at least 30 days notice so the commericial inspection firm can be scheduled at the fabrication production facility per ***Specification Section 105***.



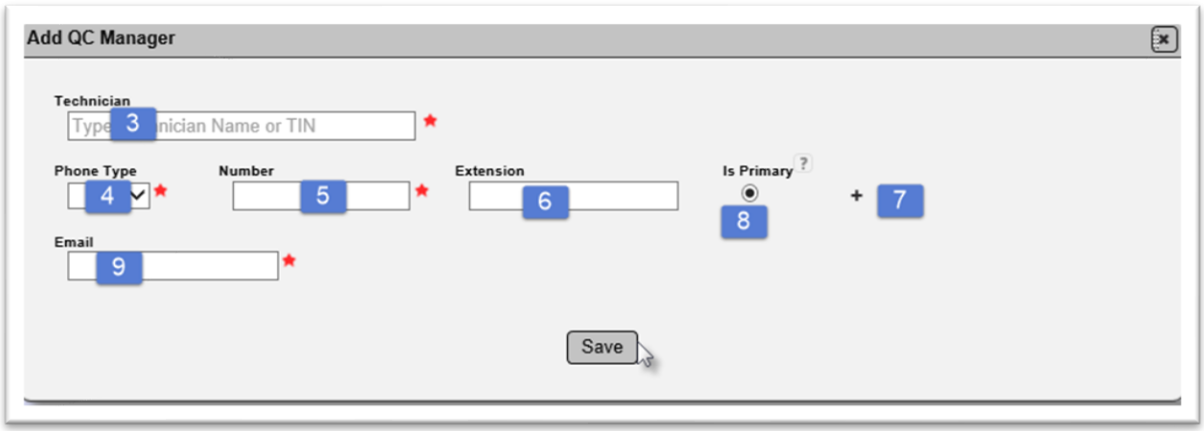
6. Select the Create option to create the Contractor QC Plan.

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 inpsection is selected, a tab for commercial inspection will be added.

A. Entering the QC Manager

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

An Add QC Manager dialog box appears.



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.

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.

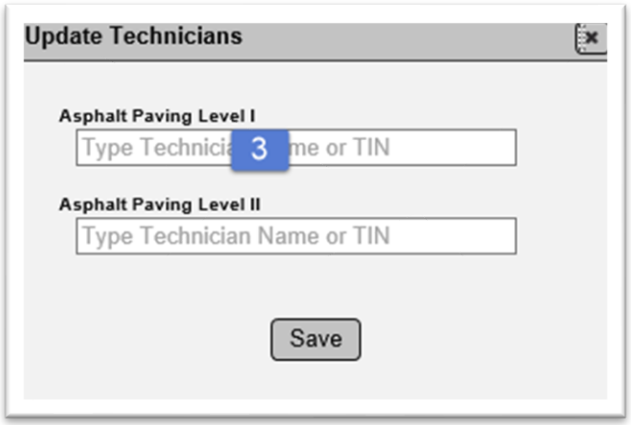
1. Select the Asphalt tab to expand it.

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

1. Asphalt Paving Technicians

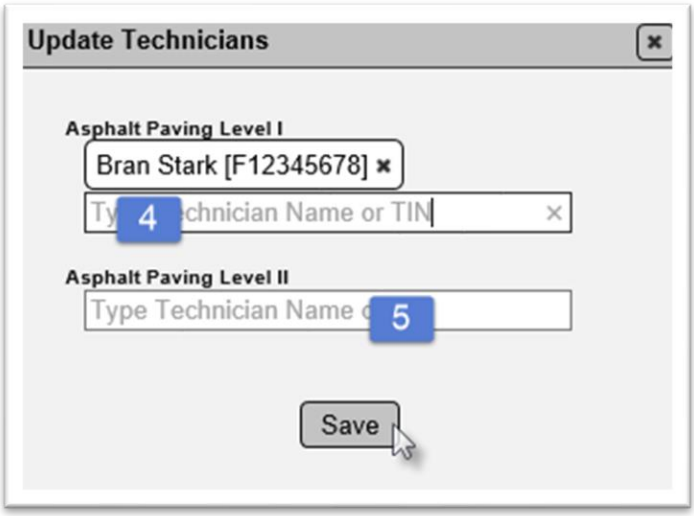
1. Select the Technicians subtab to expand it.
2. Select the Update option.

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



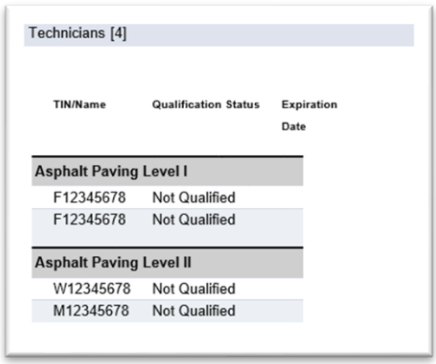
3. **Asphalt Paving Level I** – enter the name or TIN of the first Asphalt Paving Level I and select the appropriate person from the list.

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 appears 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 appears so you can select another technician. Continue to select Asphalt Paving Level II technicians until your list is complete.
6. Select the Save option.

The Asphalt Technicians subtab updates with the technicians and a qualification status.



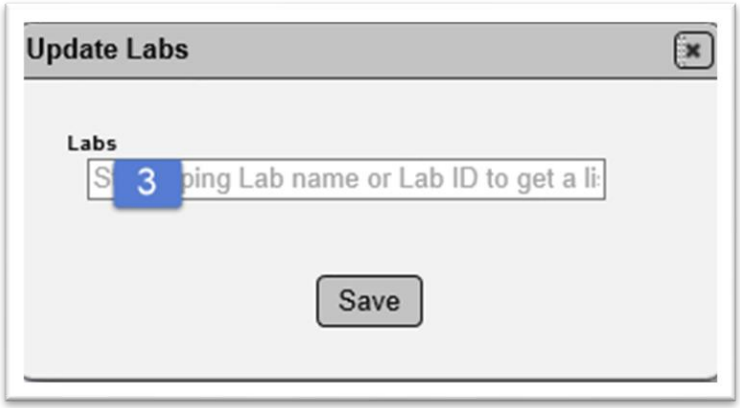
If the technicians are qualified, an Expiration Date appears. Make note of the date to ensure the technicians will remain qualified throughout the life of the asphalt QC operations. If a technician is not qualified in CTQP, the qualification status will show Not Qualified. If this appears to be incorrect, 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 not be accepted. 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. Select the Labs subtab to expand it.
2. Select the Update option.

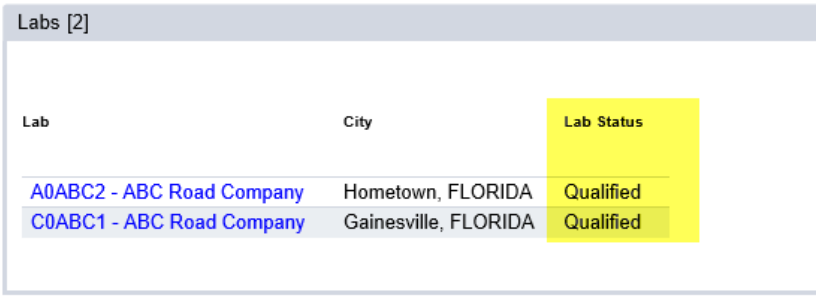
An Update Labs dialog box appears.



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 appears so you can select another asphalt lab. Continue to select asphalt labs until your list is complete.
5. Select the Save option.

The lab subtab updates 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 10 – Reviewing the Laboratory Test Method Status.



NOTE: The PA verifies 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 not be accepted. 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. Select the Production Facilities subtab to expand it.
2. Select the Update option.

An Update Production Facilities for Asphalt dialog box appears.

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.

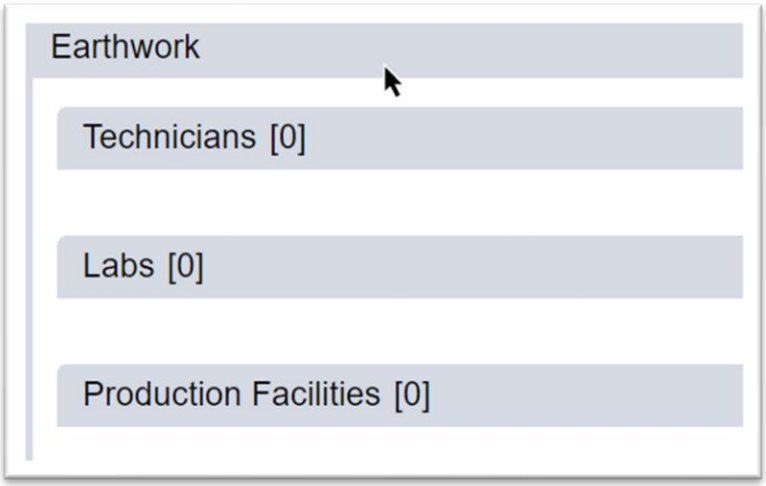
4. As soon as you select the first asphalt production facility, a new field appears so you can select another asphalt production facility. Continue to select asphalt production facilities until your list is complete.
5. Select the Save option.

The production facilities subtab updates to include the asphalt production facility status.

NOTE: If the asphalt production facilities do not currently have an acceptable PQCP, it is not grounds for the CQCP to not be accepted. 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.



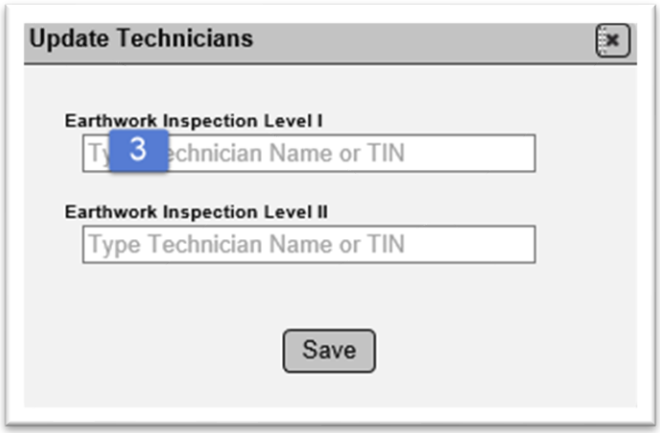
1. Select the Earthwork tab to expand it.

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

1. Earthwork Technicians

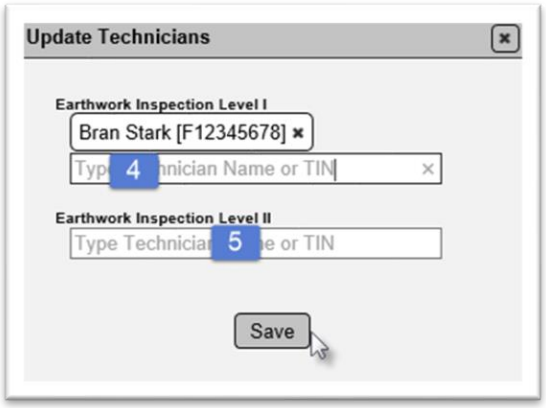
1. Select the Technicians subtab to expand it.
2. Select the Update option.

An Update Technicians dialog box appears. 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 subtab.

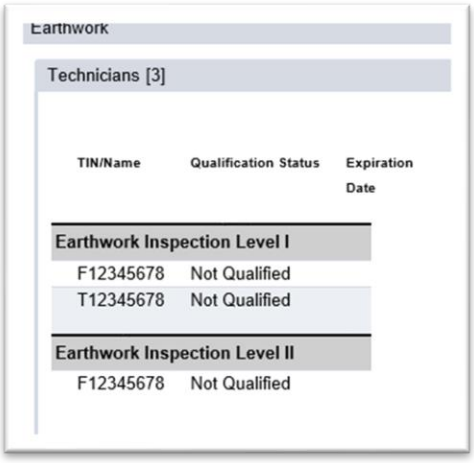
3. **Earthwork Inspection Level I** – enter the name or TIN of the first Earthwork Inspection Level I and select the appropriate person from the list.



4. As soon as you select the first technician, a new field appears 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 appears 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 subtab updates with the technicians and a qualification status.



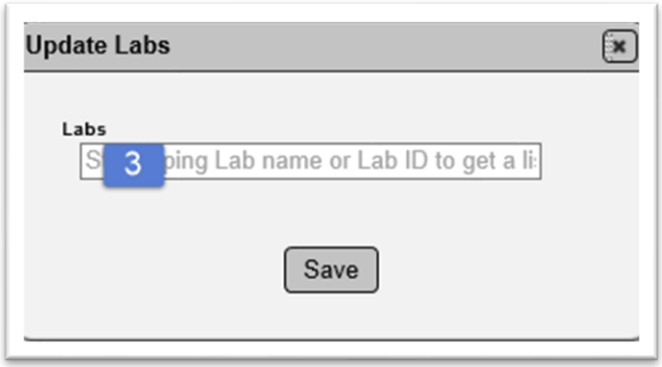
If the technicians are qualified, an Expiration Date appears. Make note of the date to ensure the technicians will remain qualified throughout the life of the asphalt QC operations. If a technician is not qualified in CTQP, the qualification status will show Not Qualified. If this appears to be false, 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 not to be accepted. 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.

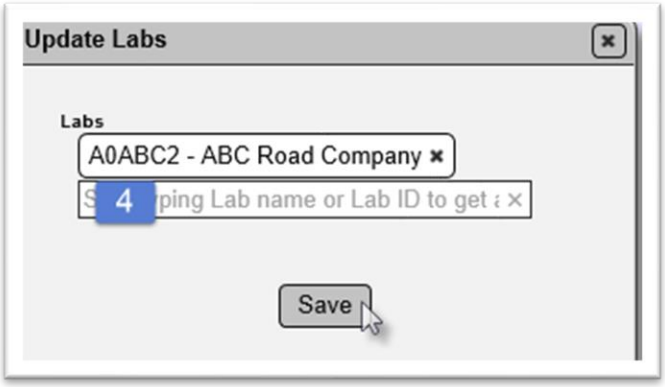
2. Earthwork Labs

1. Select the Labs subtab to expand it.
2. Select the Update option.

An Update Labs dialog box appears.

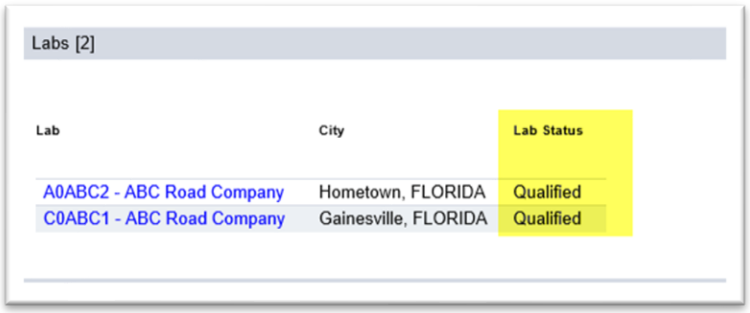


3. **Labs** – enter the Lab Id or description of the first soils lab. Select the lab from the returned list.



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

The lab subtab updates 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 10 – Reviewing the Laboratory Test Method Status.



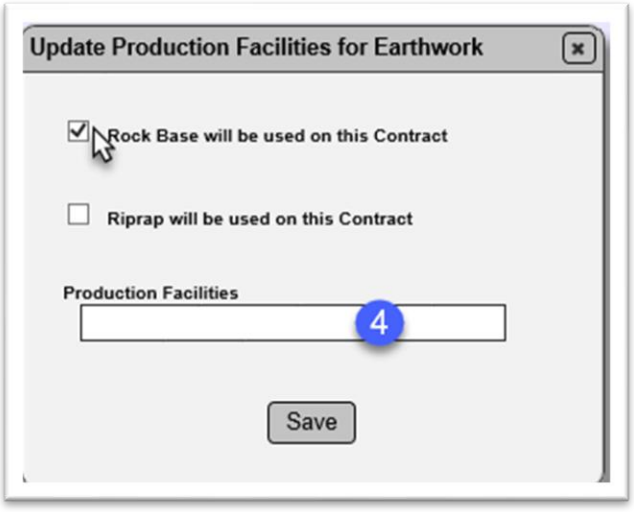
NOTE: The PA verifies that the laboratories listed have the appropriate test methods in a valid status. If the laboratories are not qualified to perform the testing, it is not grounds for the CQCP to not be accepted. Notify the PA of the steps to be taken to ensure the labs are qualified in the appropriate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

3. Earthwork Production Facilities

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

1. Select the Production Facilities subtab to expand it.
2. Select the Update option.

An Update Production Facilities for Earthwork dialog box appears. 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. If the contract does not have rock base and does not have riprap, this subtab 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.

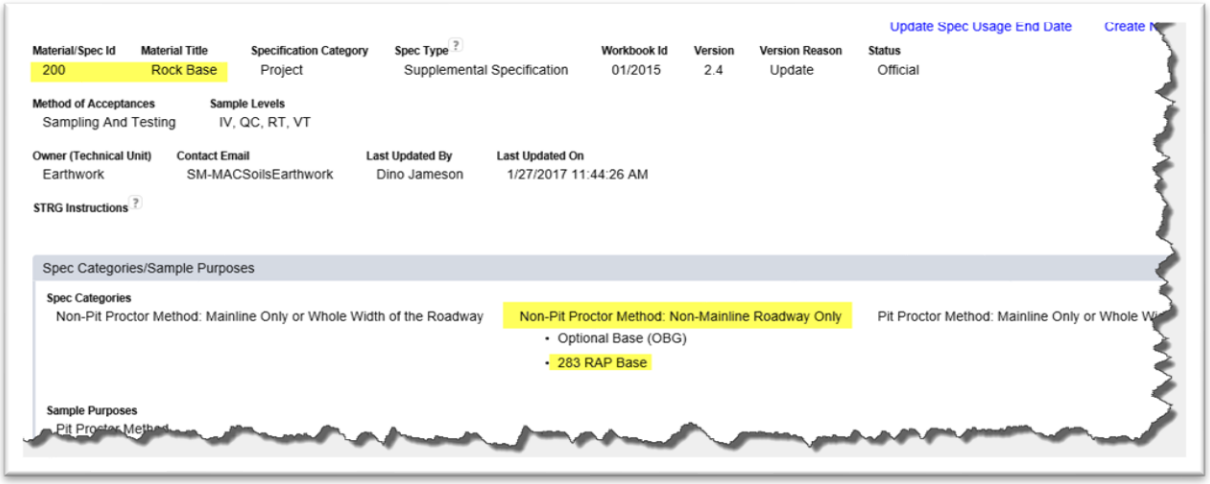


3. **Rock Base will be used on this Contract** – if there is rock base product being transported to the project from an aggregate production facility, select the Rock Base will be used on this Contract indicator. A Production Facilities field appears.
4. **Production Facilities** – enter the Production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

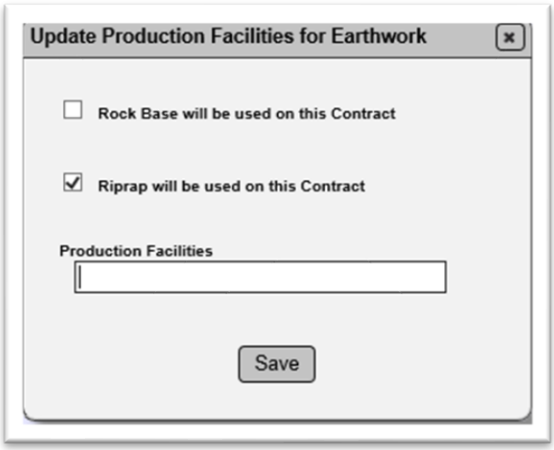
5. As soon as you select the first base aggregate production facility, a new field appears so you can select another, if applicable. Continue to select aggregate production facilities until your list is complete.

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



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.



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.

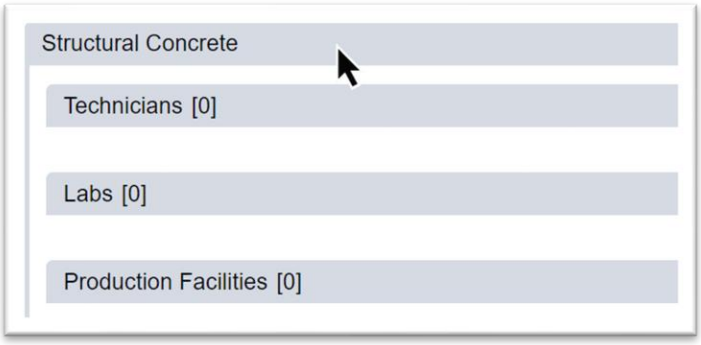
NOTE: You can only select an approved aggregate production facility with at least one approved rip rap product. If the production facility you enter is not approved or if the production facility is approved, but does not have any approved rip rap products, the list will display No Entries Found, even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

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

The production facilities subtab updates to include the aggregate production facility status.

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.



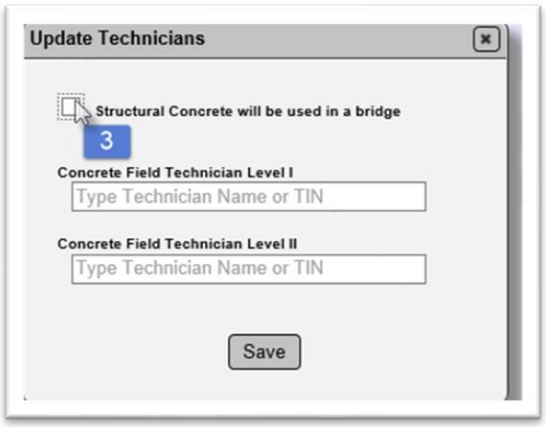
1. Select the Structural Concrete tab to expand it.

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

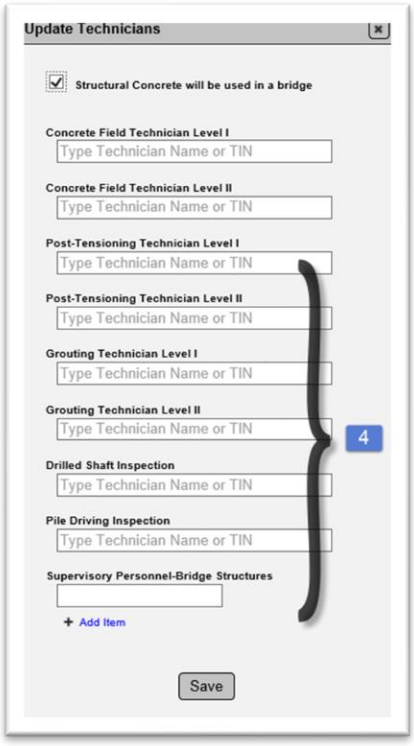
1. Structural Concrete Technicians and other Personnel

1. Select the Technicians subtab to expand it.
2. Select the Update option.

An Update Technicians dialog box appears.



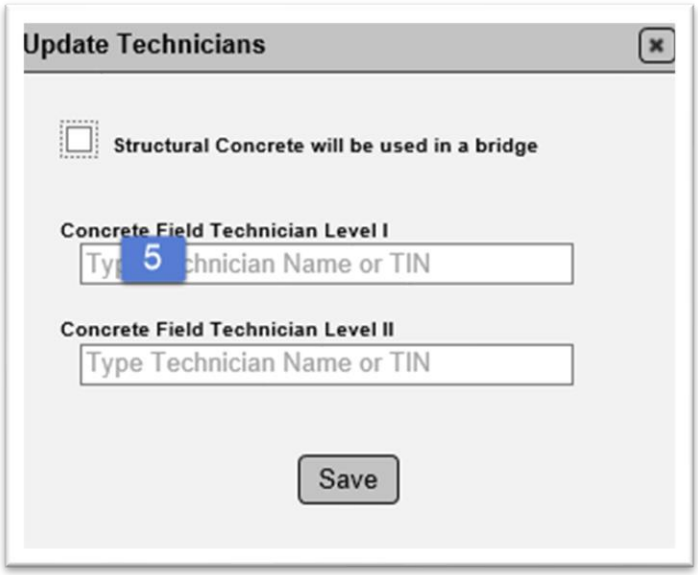
3. **Structural Concrete will be used in a bridge** – if the structural concrete on the contract will be used in a bridge, select the Structural Concrete will be used in a bridge indicator. The dialog box will be expanded to include other qualification areas associated with bridges.



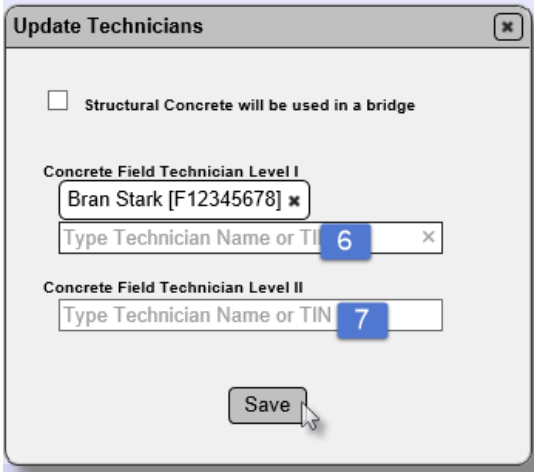
4. Depending on the type of bridge and specific contract requirements, there may be a requirement for QC personnel for any of these qualification areas.

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 in 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 6 – 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. As soon as you select the first technician, a new field appears so you can select another technician. Continue to select Earthwork Inspection Level II technicians until your list is complete.

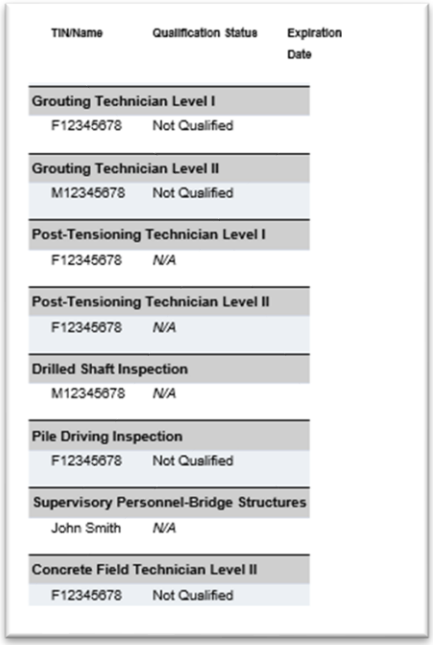


6. As soon as you select the first technician, a new field appears so you can select another technician. Continue to select Concrete Field Level I technicians until your list is complete.

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 appears 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 subtab.

The Structural Concrete Technicians subtab 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	

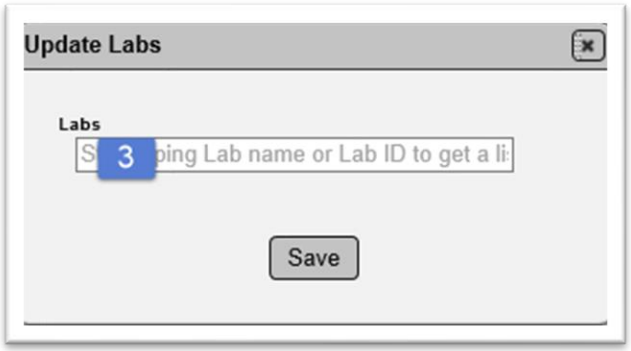
If the technicians are qualified, an Expiration Date appears. Make note of the date to ensure the technicians will remain qualified throughout the life of the structural concrete QC operations. If a technician is not qualified in CTQP, the qualification status will show Not Qualified. If this appears 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 not be accepted. 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. Select the Labs subtab to expand it.
2. Select the Update option.

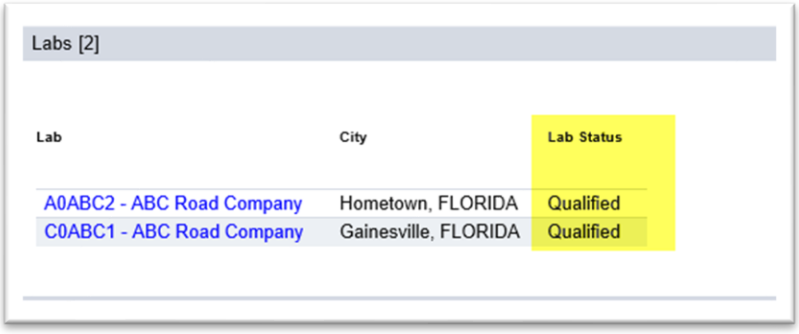
An Update Labs dialog box appears.



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 appears so you can select another structural concrete lab. Continue to select structural concrete labs until your list is complete.
5. Select the Save option.

The lab subtab updates 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 10 – Reviewing the Laboratory Test Method Status.



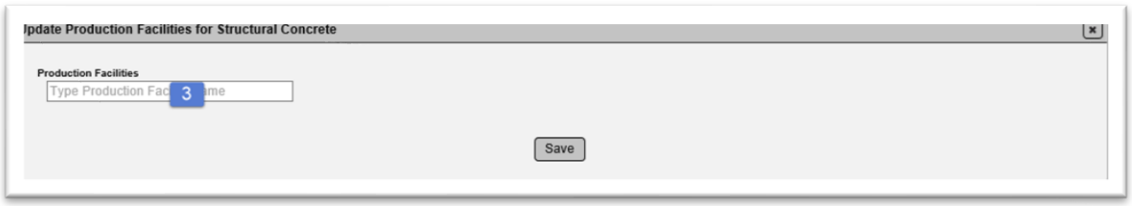
NOTE: The PA will verify that the laboratories listed have the appropriate test methods in a valid status. If the laboratories are not qualified to perform the testing, it is not grounds for the CQCP to not be accepted. Notify the PA of the steps to be taken to ensure the labs are qualified in the appropriate 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. Select the Production Facilities subtab to expand it.
2. Select the Update option.

An Update Production Facilities for Structural Concrete dialog box appears.

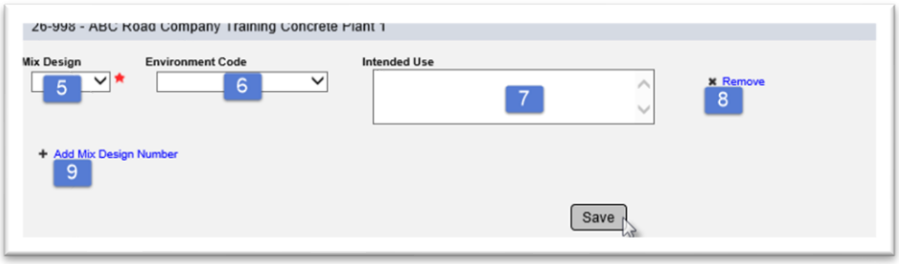


3. **Production Facilities** – enter the Production Facility Id or description of the first structural concrete production facility in the production facilities field. Select the production facility from the returned list.

New fields 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 fields appear.

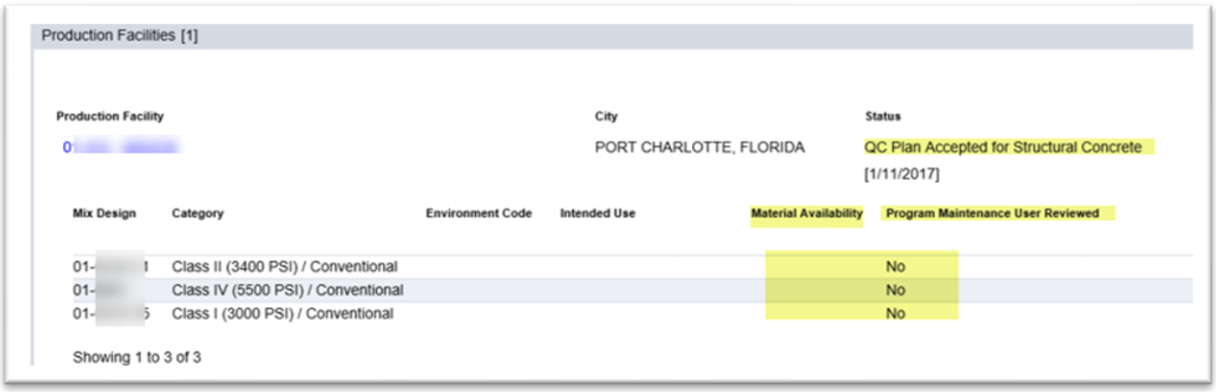


5. **Mix Design** – select the mix design from the dropdown. The list is filtered to mix designs that are assigned to the same company as the structural concrete production facility.
6. **Environmental Code** – select the appropriate most extreme environment the mix design will be used in. This is an 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.

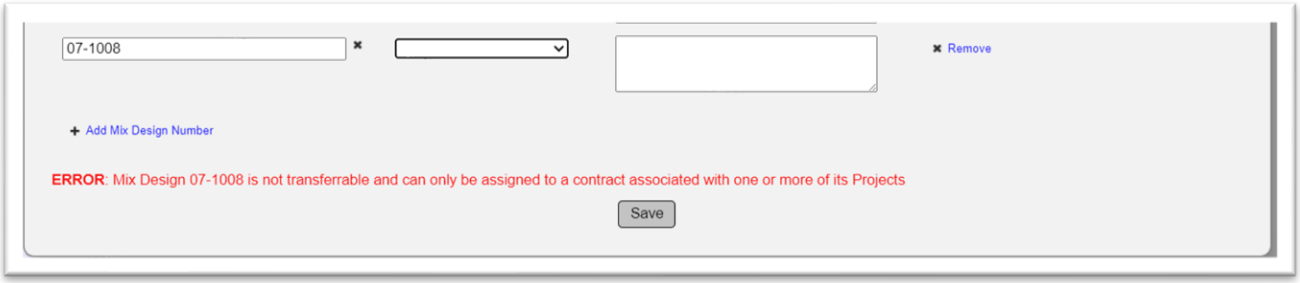
The production facilities subtab updates to include the structural concrete production facility status. It will also update to show the District Materials and Research Office (DMRO) Structural Concrete Program Maintenance User (PMU) review of the structural concrete mix designs suitability for the contract.



NOTE: If the structural concrete production facilities do not currently have an acceptable PQCP, it is not grounds for the CQCP to not be accepted. 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 appears.



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).

1. Aluminum J-Arms

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents***.

NOTE: Selecting this material type activates the Commercial Inspection tab (G. Commercial Inspection). If this is the only material selected that triggers the Commercial Inspection tab, the contractor should select No on the "Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order?" indicator.

2. Aluminum Light Poles

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included**. *This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

3. Aluminum Railing

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

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

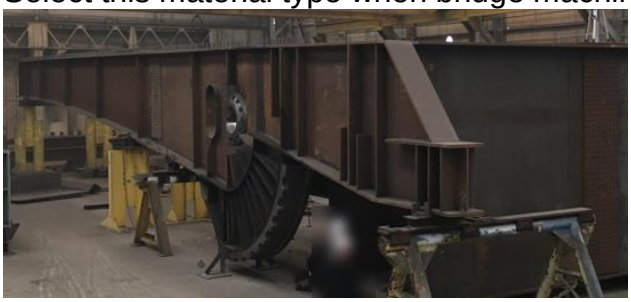
Select this material type when structural castings have been identified for use on the project. This applies to cast components for use in bridge machinery.

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

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

9. Drainage Castings (Inlet, Frame, Grating)

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

10. Drainage Welded (Inlet, Frame, Grating)

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

11. Elastomeric Bearing Pads

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

12. Galvanizing

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

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

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

15. Mast Arm

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

16. Strain Pole

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

17. CCTV Pole

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

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

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

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 not for field metalizing or painting of metal or concrete. On-site (project) metalizing is not governed by these requirements and is not considered a Quality Control Program Material under ***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 not for field painting. 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)

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

26. Stay In-Place Forms (Coated)

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

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

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

30. 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).

31. Steel Railing

This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

32. Strain Pole

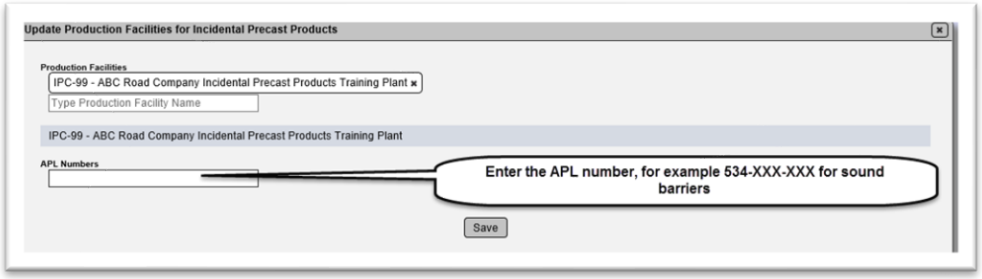
This material no longer needs to be included on the CQCP beginning with contracts let on or after July 1, 2024. Contracts let before July 1, 2024, should execute a no cost change order to allow for the materials to no longer be included. ***This does not eliminate any other method of acceptance requirements designated in the Contract Documents.***

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 (PA) with a Producer Certification Statement meeting the requirements of MAC Material 105 from each production facility.



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 PA with a Producer Certification Statement meeting the requirements of MAC Material 449 from each production facility.

3. Precast Pipe

If there are precast pipes 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 PA 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 PA 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.

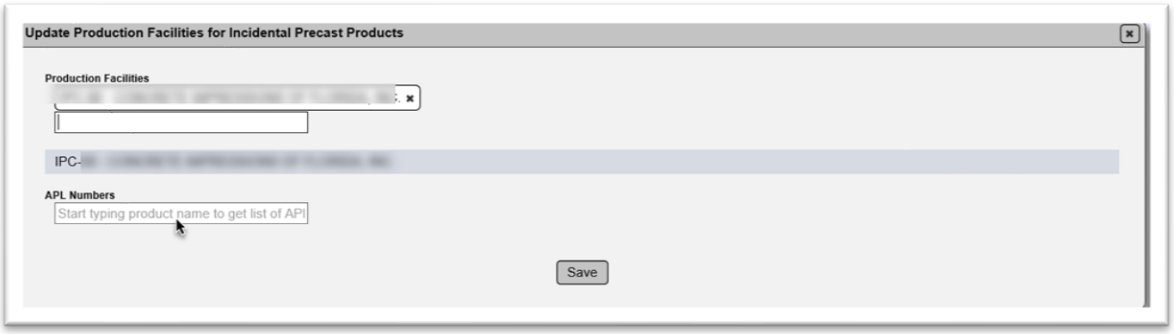
1. Select the Material Type tab to expand it, for example the Prestressed Concrete Products tab.
2. Select the Production Facilities subtab to expand it.
3. Select the Update option.

NOTE: These materials do not require technicians or laboratories.

An Update Production Facilities for [Material Type] appears.

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 appears 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 appears so you can select another APL number. Continue to select until your list is complete
8. Select the Save option.

The production facilities subtab updates to include the production facility status.

NOTE: If the production facilities do not currently have an acceptable PQCP, it is not grounds for the CQCP to not be accepted. 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 11 – Submitting Portions of the CQCP for PA Review for instructions on submitting portions of the CQCP.

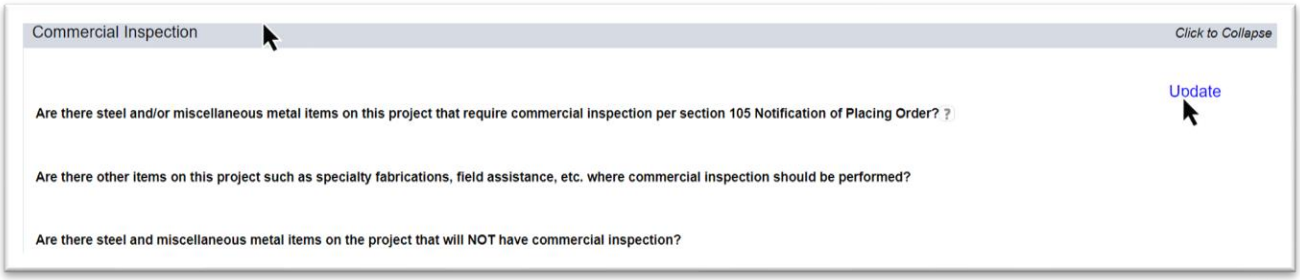
G. Commercial Inspection

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

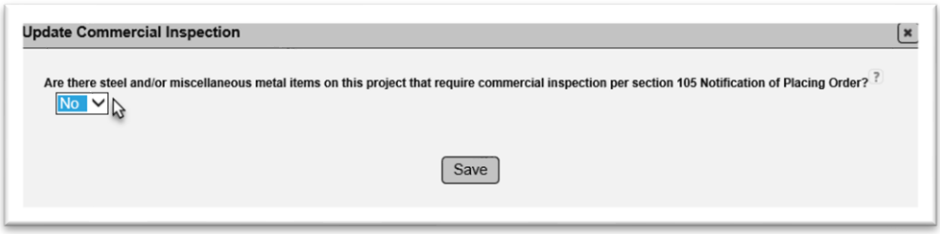
NOTE: Aluminum J-Arms is in the process of being removed from the Commercial Inspection tab programming. If your CQCP has aluminum j-arms, but none of these material types, you can respond "No" to the "**Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order?"** question.

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.



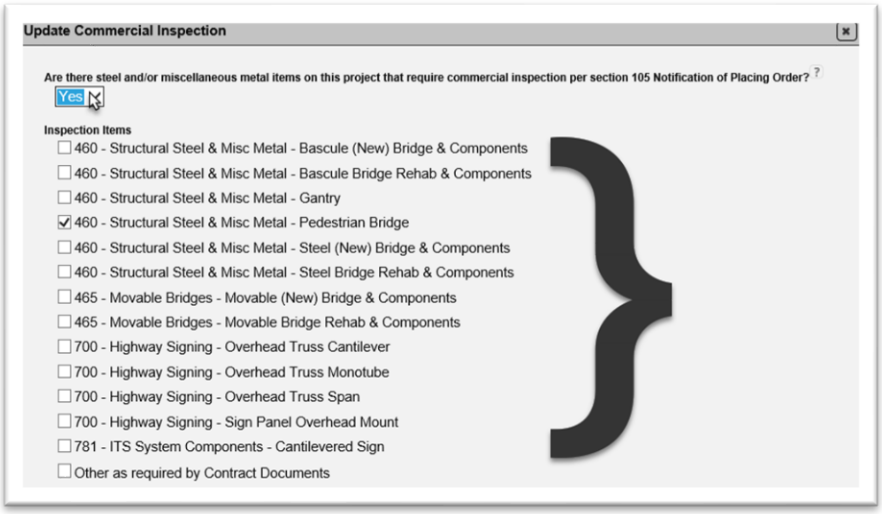
1. Select the Commercial Inspection tab to expand it.
2. Select the Update option.

An Update Commercial Inspection dialog box appears.



3. **Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order?** – 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 appear in the dialog box.

NOTE: 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.
5. Select the Save option.

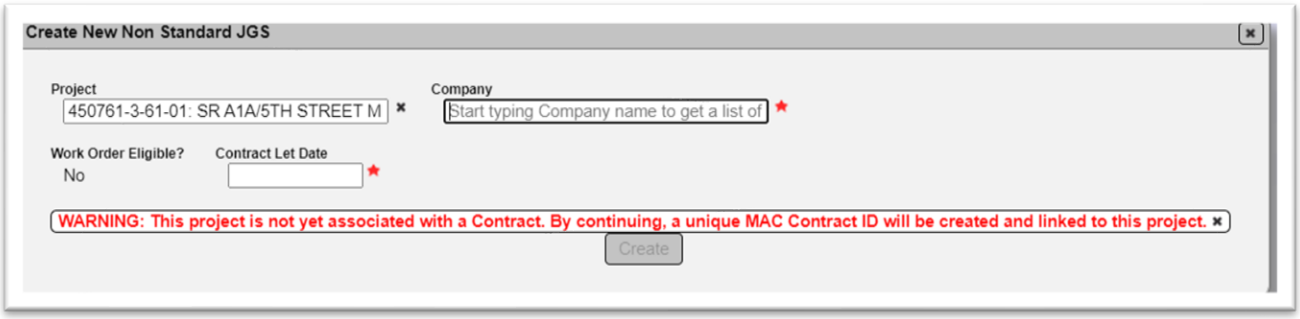
NOTE: A notification is sent to the SMO Structural Materials Field Operations section as soon as the Commercial Inspection tab is triggered on a CQCP. This information is vital and needs to be completed as soon as possible to meet the notification of order placement requirements of ***Specifications 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: If 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.

H. Creating a CQCP for a Permit Project

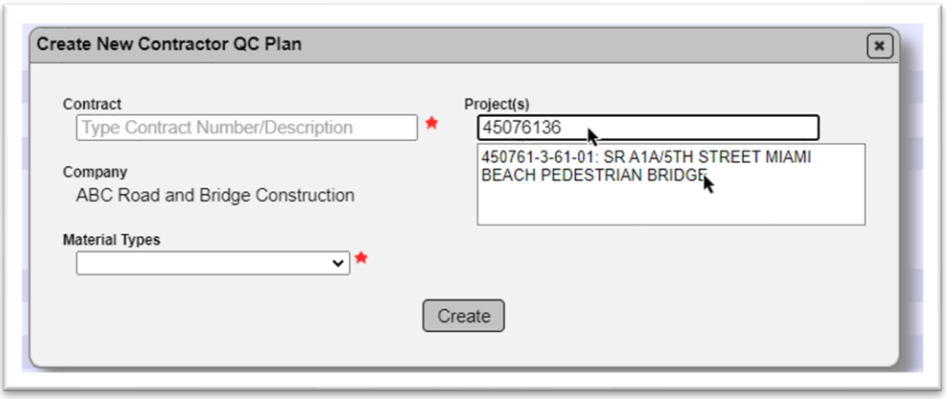
Some permit projects are now tracked in MAC. For example, if a pedestrian bridge is being constructed with both ends off FDOT right of way, but crossing over a state or national highway, that permit project may be included in MAC. In order for a CQCP to be entered, the DAC must first create a Nonstandard JGS (NSJGS) entry. If that does not occur first, MAC will not allow the CQCP to be created.

When the DAC creates the NSJGS, there is a warning message displayed by MAC:



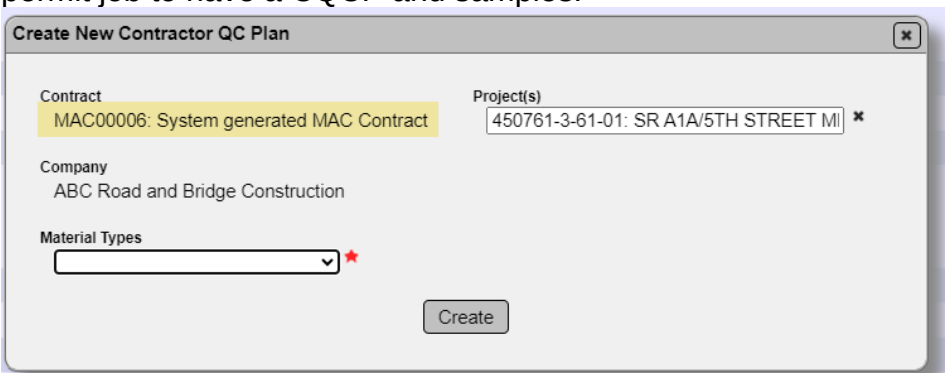
This is because the permit number is not in a system where MAC can retrieve it but the FPN is. MAC needs both an FPN and a contract to work. When the DAC dismisses this warning and creates the NSGJS, MAC assigns it a placeholder contract id that the program can use to allow for the CQCP and samples to be created and maintained.

When a user needs to create a CQCP for a project with a MAC placeholder contract id, they must use the FPN to search for contract id. This entry does not currently display on the NSJGS screen.



1. **Projects** – enter the FPN of the permit project and select an entry from the returned list.

MAC will populate the Contract field with the MAC contract id. This entry allows for the permit job to have a CQCP and samples.



2. Continue creating the CQCP by selecting the appropriate Material Types and selecting the Create option.

Chapter 5 – 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.

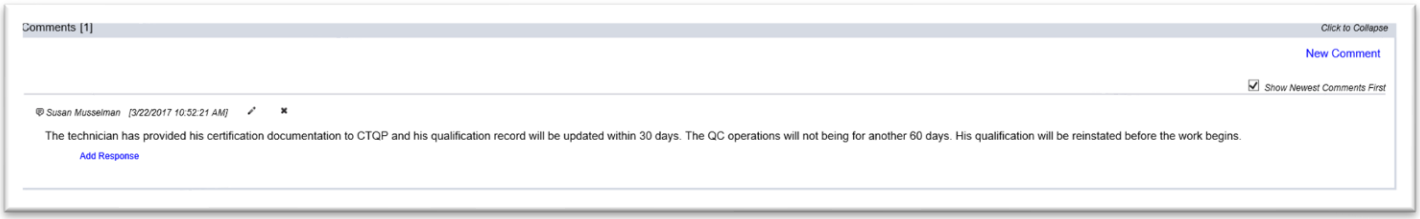
A. Adding a Comment to the CQCP

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

A New Comment dialog box appears.

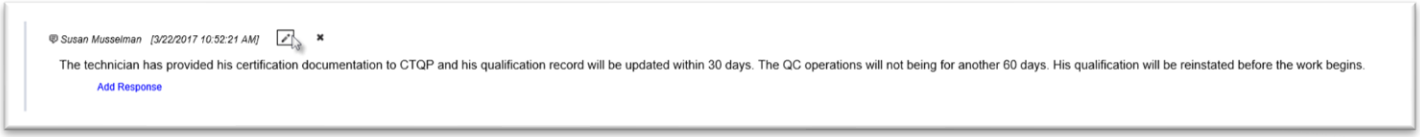
3. **Comment** – enter your comment in the Comment field.
4. Select the Save option.

The Comments tab will be updated to include the comment.



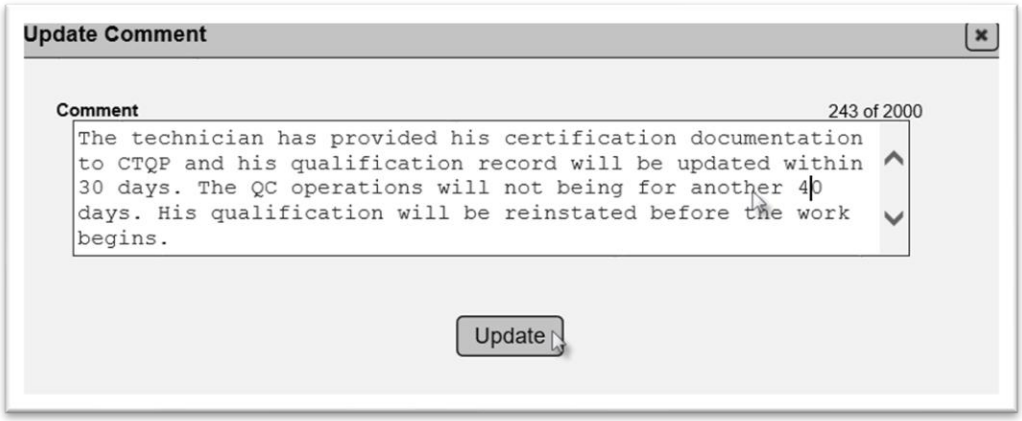
B. Updating a Comment on the CQCP

To update a comment you previously entered:



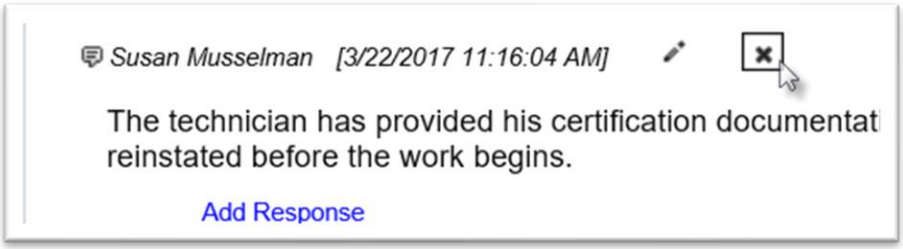
1. Select the Update Comment icon ( ).

An Update Comment dialog box appears.



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

C. Deleting a Comment on the CQCP



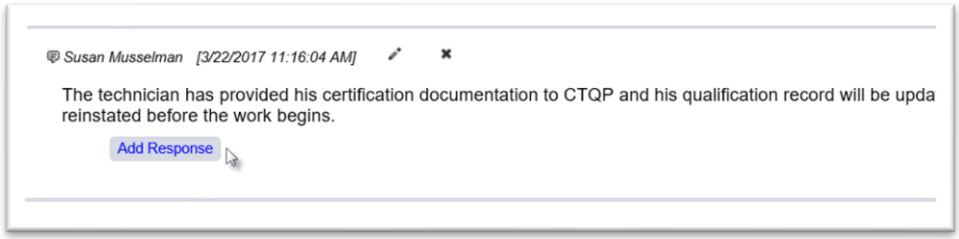
1. Select the Remove Comment icon (x).

A Remove Comment dialog box appears.

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.

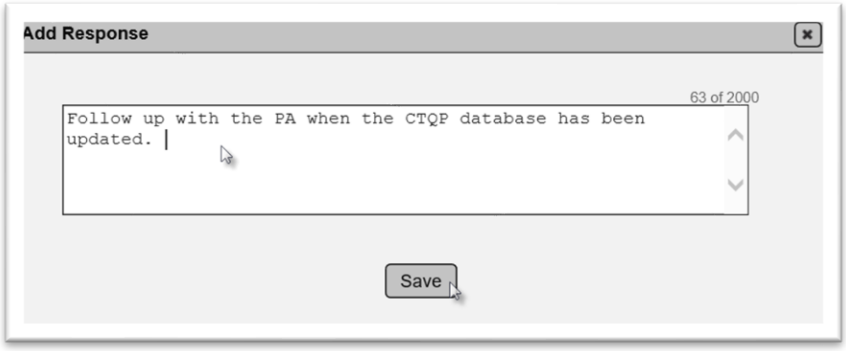
D. Responding to Another's Comment

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



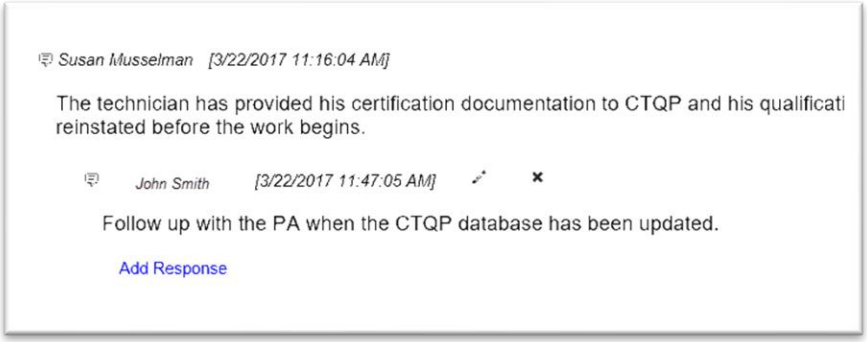
1. Select the Add Response option.

An Add Response dialog box appears.



2. Enter your response in the text field.
3. Select the Save option to save the response.

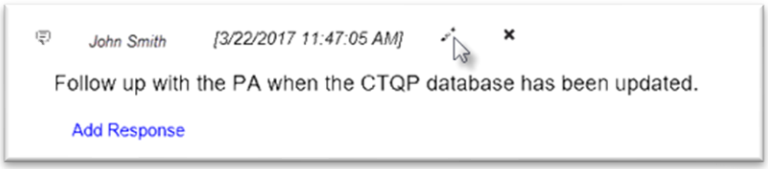
The response appears under the comment.



Once a response has been made to a comment, the comment cannot be updated or deleted until the response is deleted.

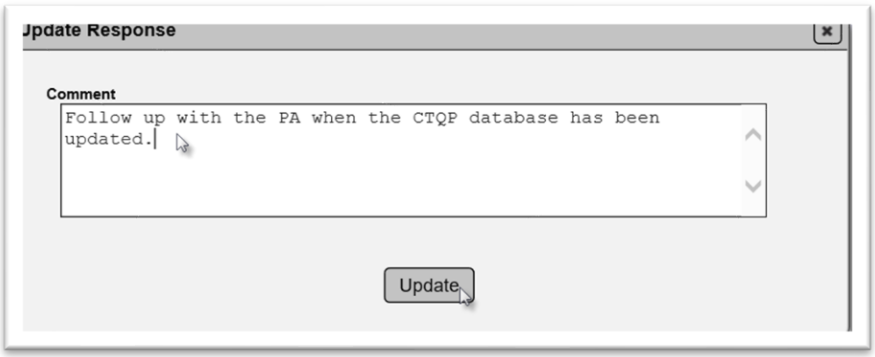
E. Updating a Response

To update a response you previously entered:



1. Select the Update Response icon ( ).

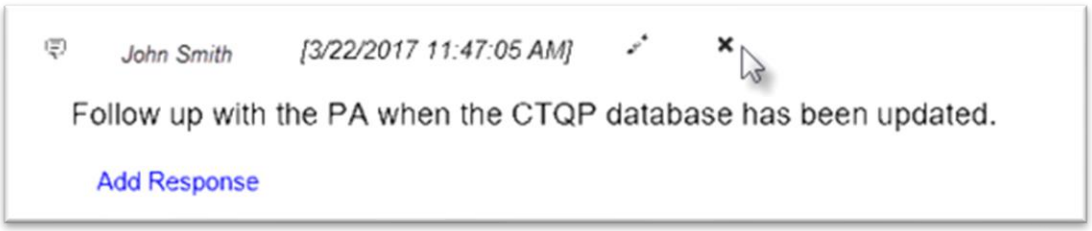
An Update Response dialog box appears.



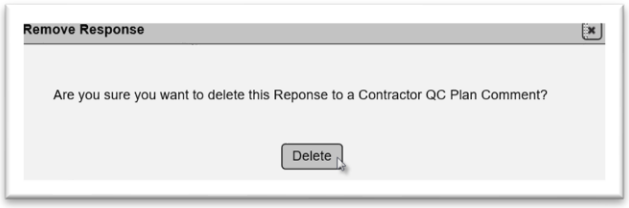
2. Make changes to the response as desired.
3. Select the Update option to save the changes.

F. Deleting a Response

1. Select the Remove Response icon (x).



A Remove Response dialog box appears.



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.

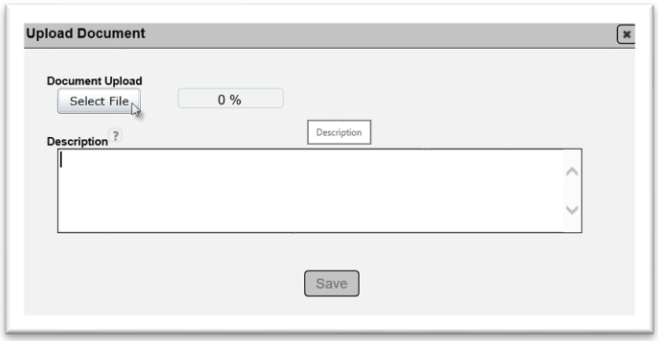
Chapter 6 – Documents

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

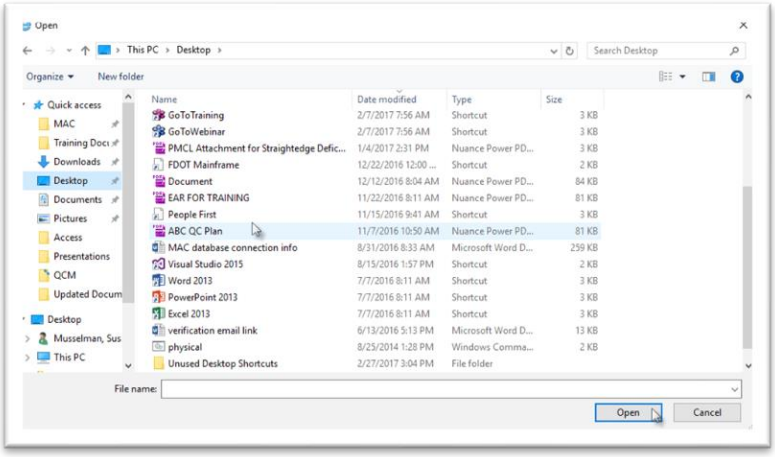
1. Select the Documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box appears.



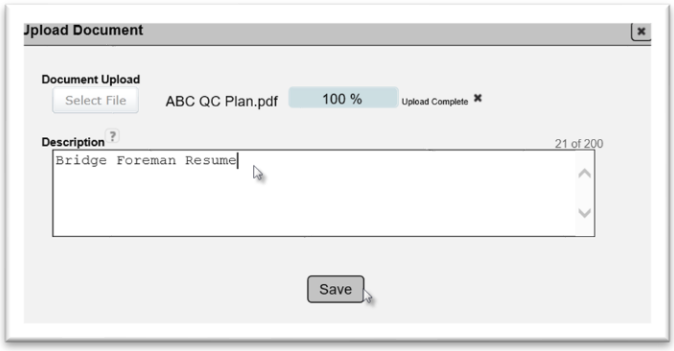
3. Select the Select File option to navigate to the file you want to upload.

An Open dialog box appears.



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

The Upload dialog box reappears 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, select the X next to the Upload Complete message to delete the document and start over.

NOTE: **Do NOT** upload an asphalt or concrete mix design on the Contractor QC Plan. If a Department representative instructs you to do so, contact a system administrator. Do NOT upload any information that includes technicians' names and TINs on the same source. This is considered Personal Identification Information (PII) and will be removed if found by a system administrator.

NOTE: Some documents may be added to the CQCP documents tab for easy reference during the QC Operations that should have a final storage location not in MAC. Some examples are certification documents that are logged into MAC for SMO review; certification documents that are stored in the Department's Electronic Document Management System (EDMS), and other documents belonging in EDMS such as drilled shaft plans. These documents should be provided to the PA for storage purposes. They should be reviewed to ensure they do not contain any proprietary information such as mix designs or PII prior to being stored in EDMS. Finally, they should be removed from the documents tab when the contract is complete.

B. Viewing Uploaded Documents

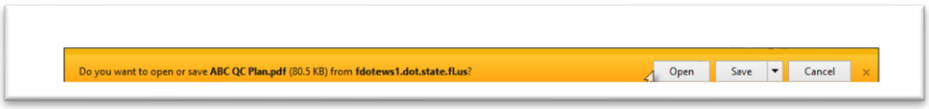
Anyone can view documents uploaded to a CQCP. To view the uploaded documents:

1. Select the Documents tab to expand it.
2. Select 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.

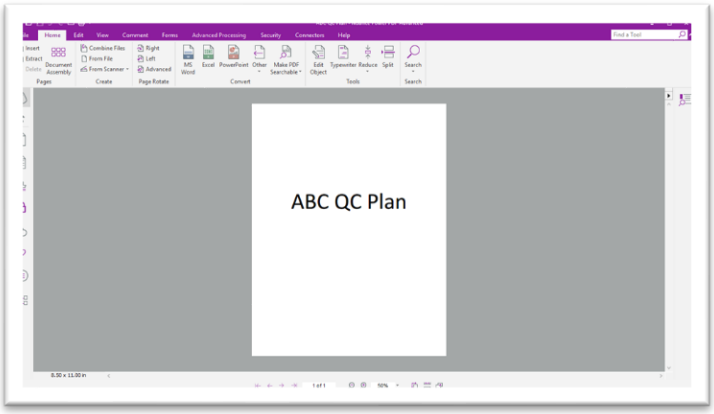
NOTE: Do not upload mix designs because any user with access to MAC can view documents attached to the CQCP.

A download dialog box appears according to the browser you are using.



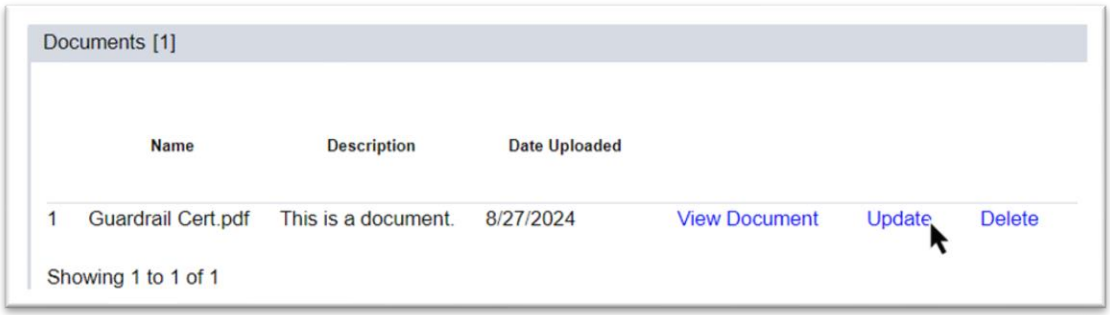
3. Select the Open option to open the file.

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



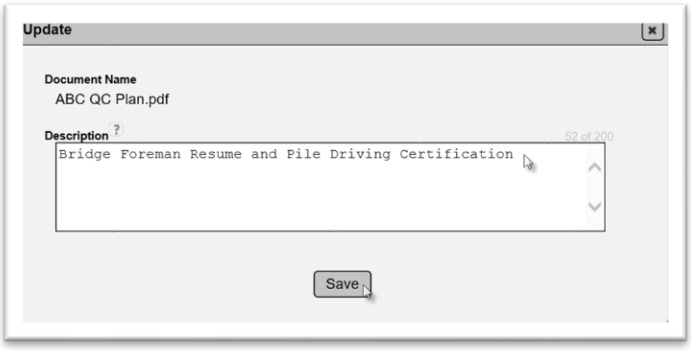
C. Updating a Document Description

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. Select the Update option.

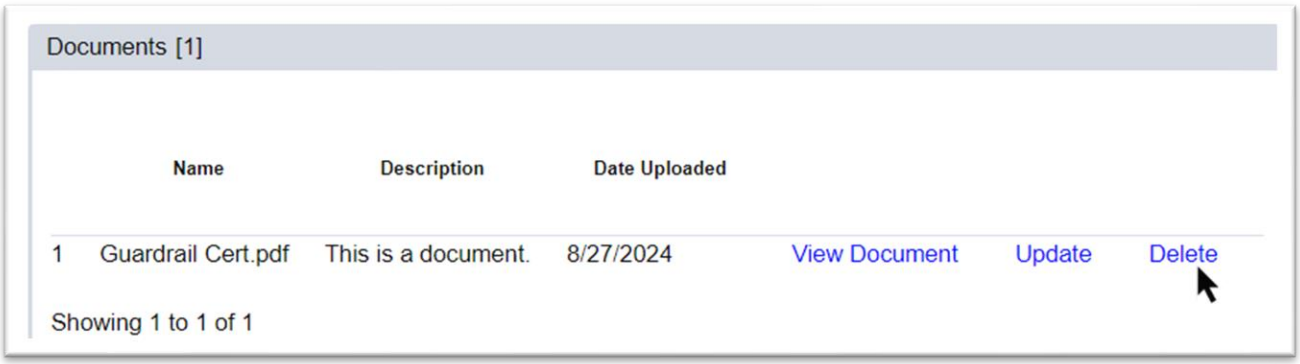
An Update dialog box appears.



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

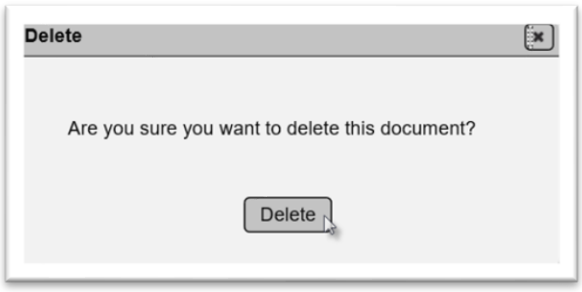
D. Deleting an Uploaded Document

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. Select 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 appears.



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.

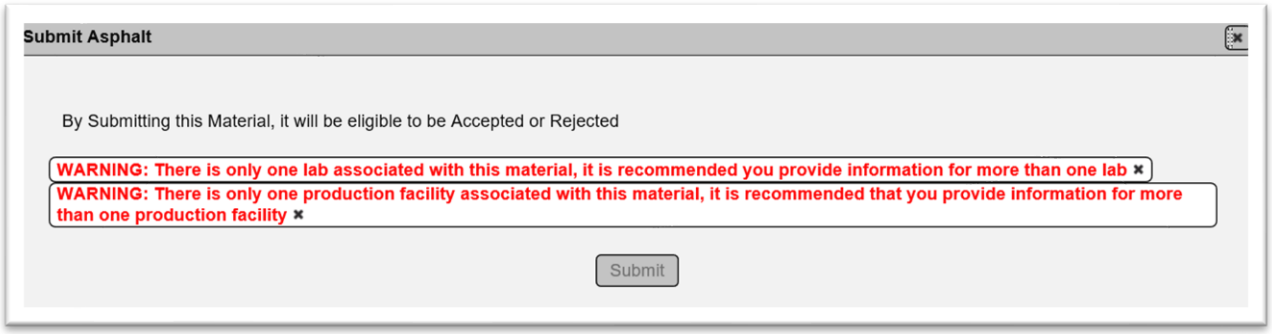
Chapter 7 – Warnings and Error Messages

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

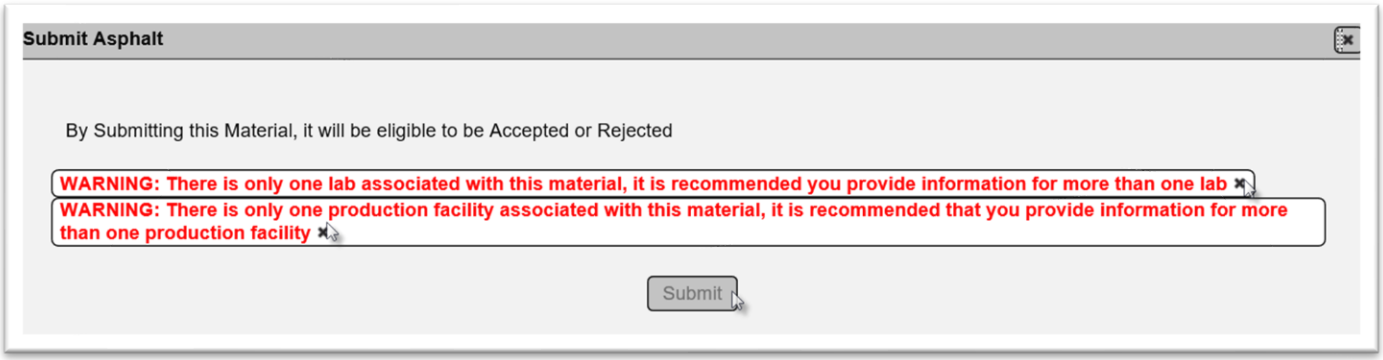
Warning messages appear when there is something in the data that may be an issue, but you can proceed after acknowledging the warning message.

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 proceeded by the word **WARNING** in bold, red font.



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.



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

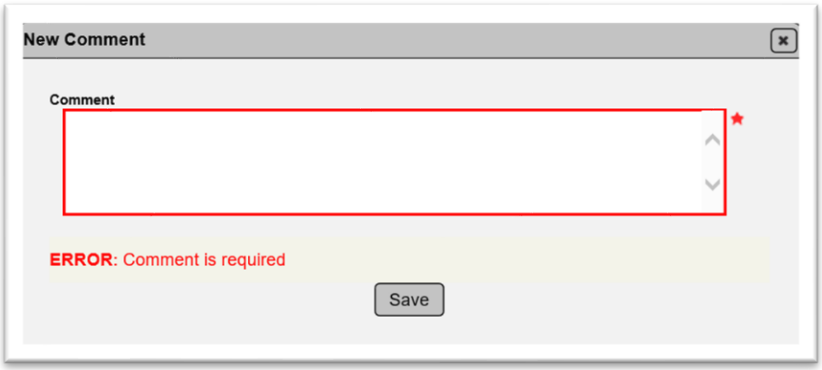
2. Dismiss the warnings by selecting the x at the end of the warning message. In this example, both x's must be selected.
3. The Submit option will no longer be grey. If you intend to proceed despite the warning message, select the Submit option.
4. If the warning is valid and more action is needed on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

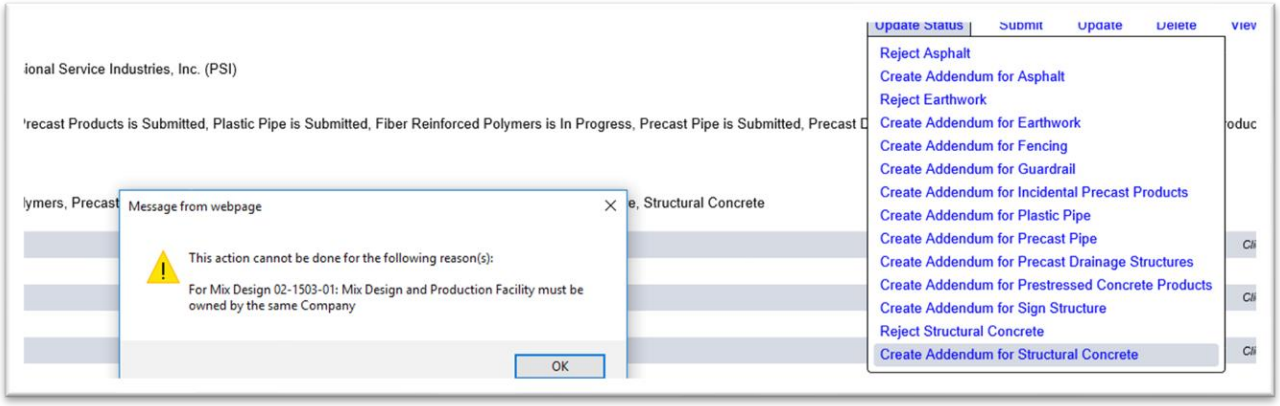
Sometimes there is no specific error message. Some functions will not display until a specific action is taken. For example, a QC Manager is required on the CQCP. You will not receive an error message when attempting to submit a CQCP without a QC Manager. Instead, the Submit option will not appear until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

Errors are indicated in bold red font and are proceeded 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.

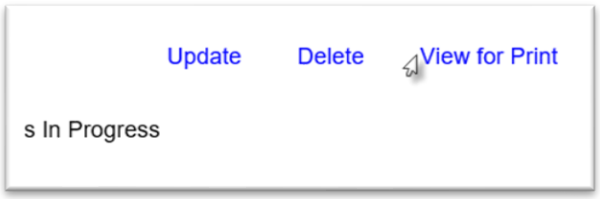
NOTE: There is an error message for addendums that will require you to contact the SMO. It is generated when selecting the Create Addendum for Structural Concrete and there is a mismatch on the owning company for a mix design and concrete production facility already on the CQCP.



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.

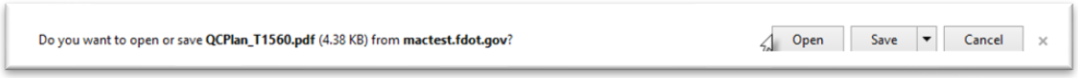
Chapter 8 – Viewing a CQCP for Print

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.



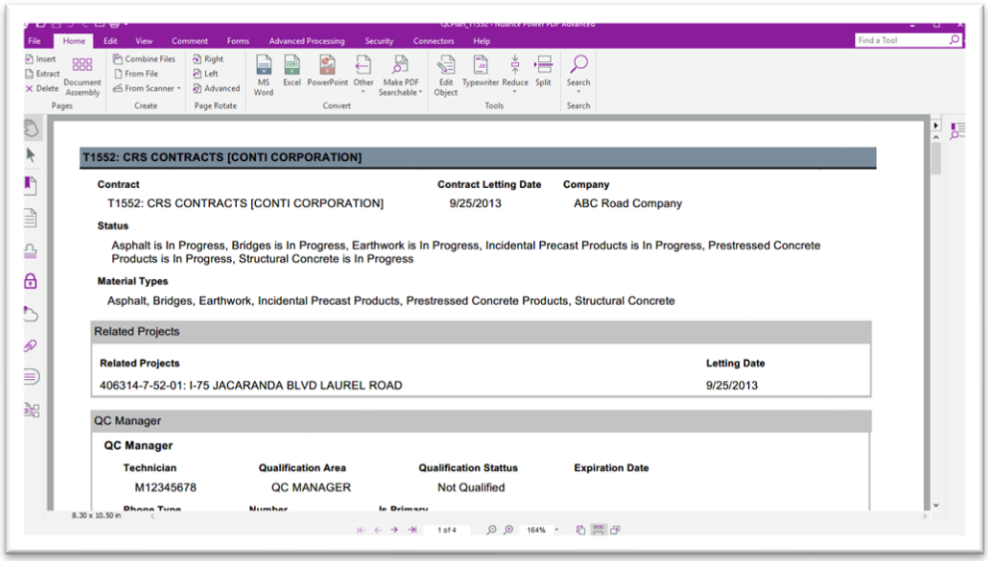
1. Select the View for Print option.

A download dialog box appears according to the browser you are using.



2. Select the Open option.

The CQCP will be opened in pdf format.



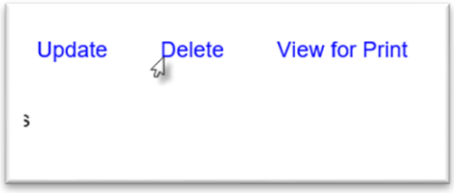
You can save the document to another file location or print it.

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 9 – Deleting a CQCP

A CQCP can be deleted by a Data Entry user 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 3 – Navigating to an Existing Contractor QC Plan.



2. Select the Delete option.

A Delete dialog box appears.

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.

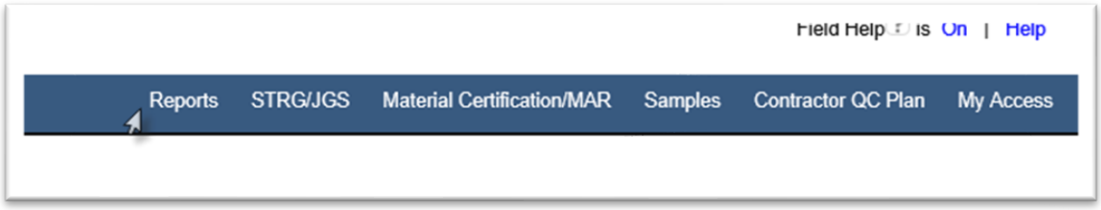
If you do not have the Delete option, contact the DAC of the managing district of the Contract. DACs can delete a CQCP even if materials have been submitted.

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

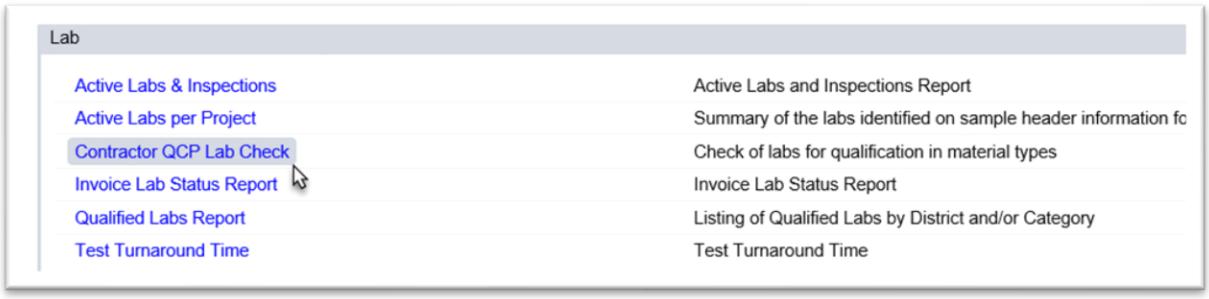
NOTE: If the company needs to be updated on a CQCP, it does not need to be deleted and reentered. Contact a system administrator who can update the company on the CQCP.

Chapter 10 – 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 labs listed on the CQCP.

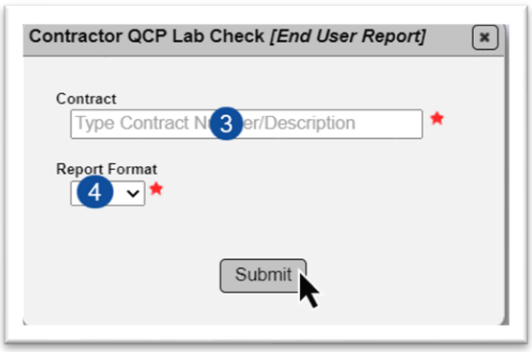


1. Select the Reports option from the menu.



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

A Contractor QCP Lab Check dialog box appears.

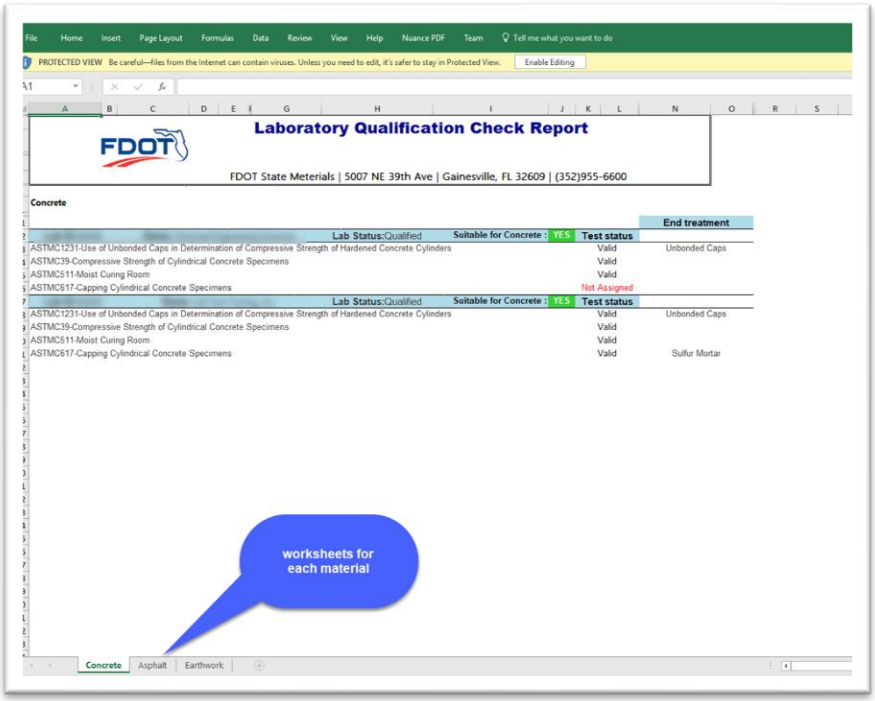


3. **Contract** – enter the Contract Number on the CQCP.
4. **Report Format** – select Excel or pdf. If you select Excel, each material appears on its own worksheet.
5. Select Submit.

MAC downloads the report. A download window appears according to the browser you are using.

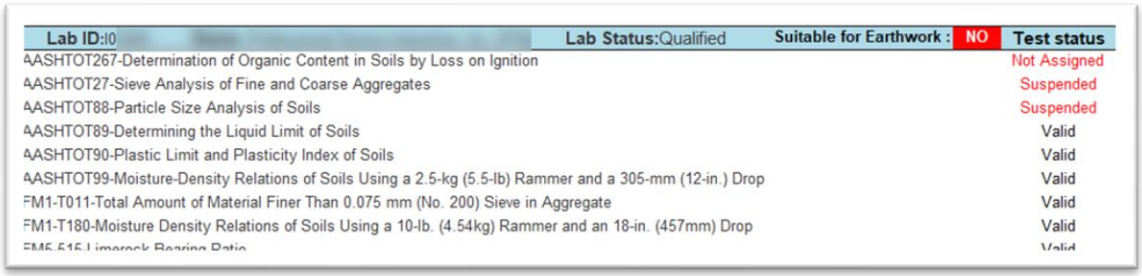
6. Select the Open option.

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**.

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**.



Chapter 11 – 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. 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. The PA reviews these as well, but does not have to accept or reject them so they remain in Submitted status

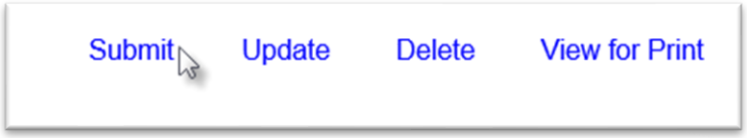
If you selected a material type that triggers commercial inspection, you must complete the information under the commercial inspection tab. **The submit option will not appear for any material if the commercial inspection information has not been completed**. You must also include the production facility 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 by ***Specifications Section 105*** 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).

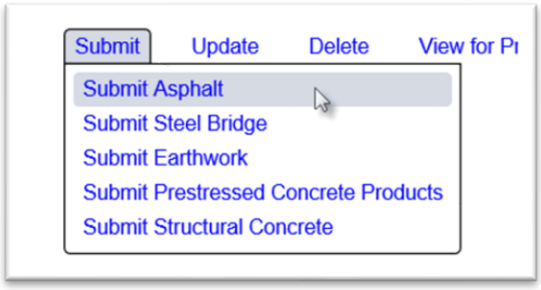
A. Submitting the Asphalt Portion of the QC Plan

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 appears under the Submit function.



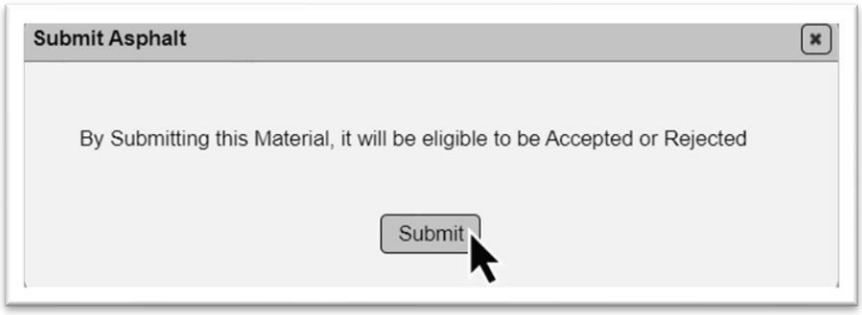
1. Select the Submit option.

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 appears.

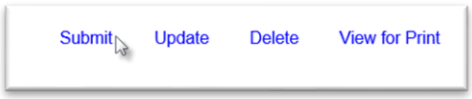


3. Select the Submit option.

The Asphalt Status changes to Submitted.

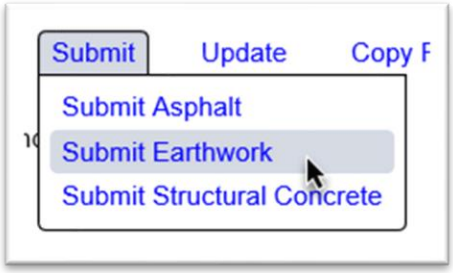
B. Submitting the Earthwork Portion of the CQCP

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 appears under the Submit function.



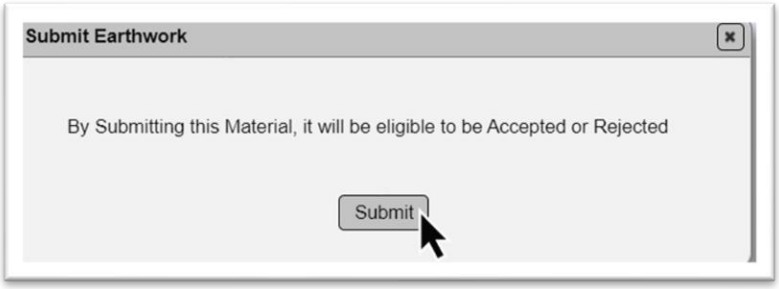
1. Select the Submit option.

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 selected for base and/or riprap, the Submit Earthwork dialog box appears.

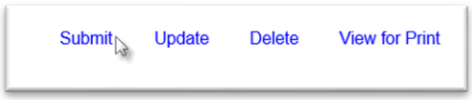


3. If the Submit Earthwork dialog box appears, select the Submit option.

The Earthwork Status changes to Submitted.

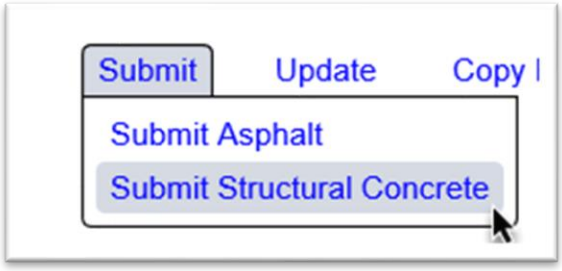
C. Submitting the Structural Concrete Portion of the QC Plan

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 appears under the Submit function.



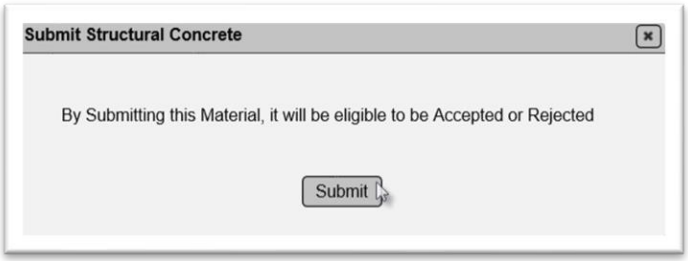
1. Select the Submit option.

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 appears.

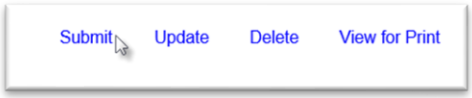


3. Select the Submit option.

The Structural Concrete Status changes to 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.

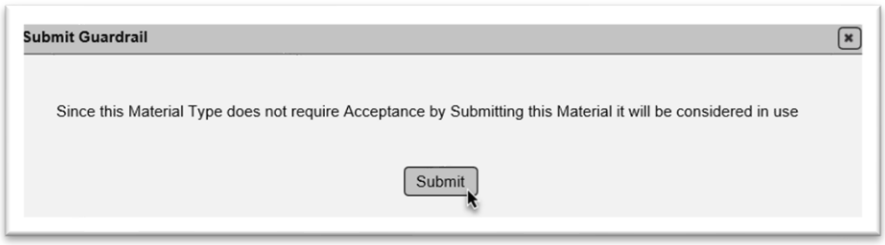


1. Select the Submit option.

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 appears. 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 changes to 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 14 – CQCP Addendums.

Chapter 12 – Revising a Rejected Portion of the CQCP

The PA reviews all material types for correctness and completeness. The PA can reject the Asphalt, Earthwork or Structural Material submission. If the PA rejects a portion of the CQCP or an addendum, that material type status is 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

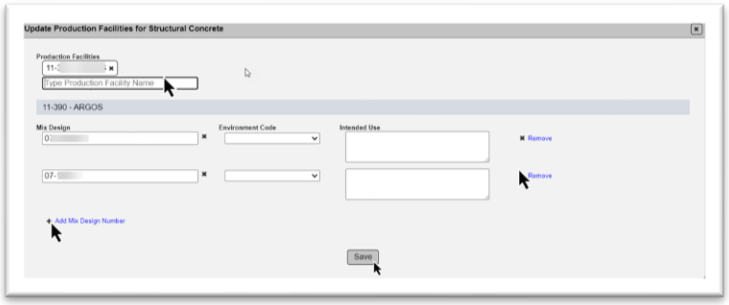
The PA must enter a reason for the Rejection. This can be found in the Status History.

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

B. Making Corrections

1. Select the Update option on the rejected material type's tab to make changes to the data that will satisfy the rejection reason.

The Update tab for that subtab appears.



2. Make changes as needed.
3. Select the Save option.

4. Select the Submit option.

The Status of the material type be updates to [Material Type] is Corrections Made and Ready for Review.

Chapter 13 – Updating an Existing CQCP with New Materials

Specifications Section 105 requires the Contractor to maintain the CQCP in an updated status. Adding a new material to an existing CQCPs is not defined as an addendum to the CQCP (Chapter 14 – CQCP Addendums).

A. Updating the QC Manager

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

1. Navigate to the CQCP as described in Chapter 3 – Navigating to an existing Contractor QC Plan.

2. Select the QC Manager tab to expand it.
3. Select the Update option.

An Update dialog box appears.

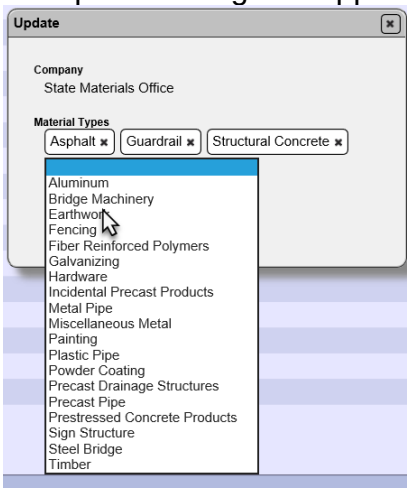
4. Make changes to the data as needed. The fields are described in Chapter 4 Section A. Entering the QC Manager.
5. Select the Save option to save the changes.

B. 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.

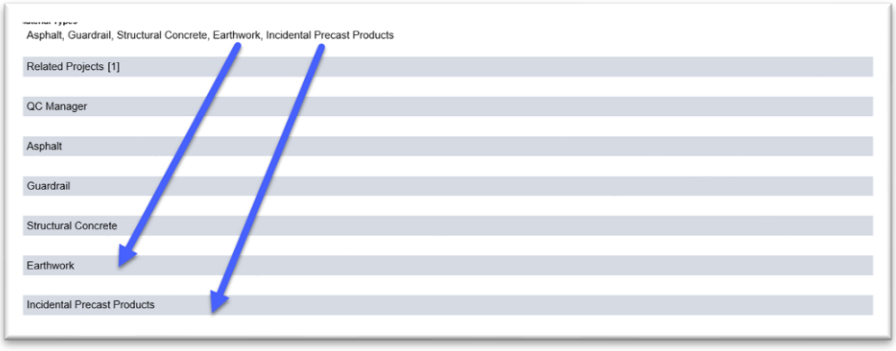
1. Select the Update option.

An Update dialog box appears with existing Materials listed.



2. **Material Types** – select a new material type from the dropdown. This material type will be added, and a new blank field appears.
3. 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.

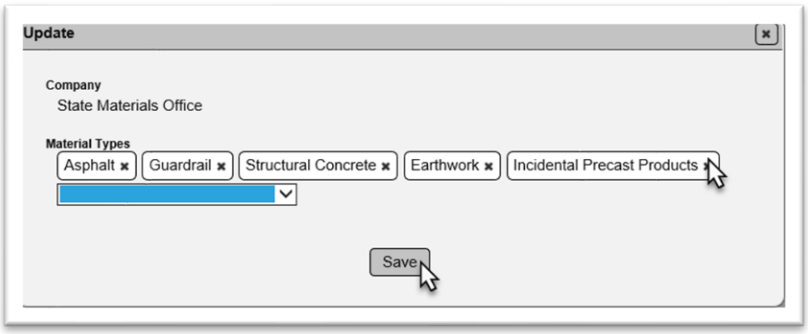


4. Select the new tab to expand it.
5. Update the revised information on any subtab(s) for the material as described in Chapter 2 – Creating a Contractor QC Plan.
6. Repeat for all added materials.

D. Deleting a Material

1. Select the Update option.

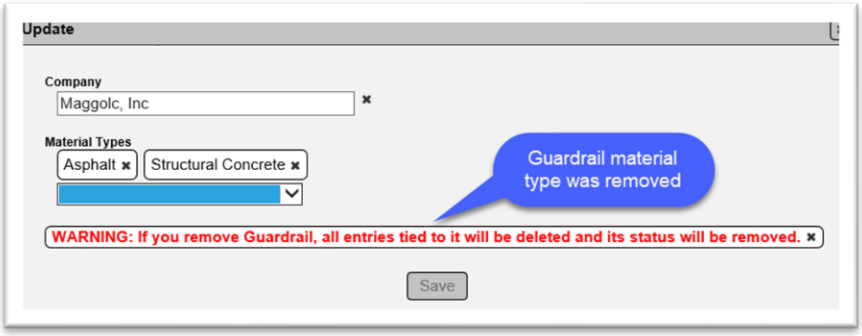
An Update dialog box appears with the existing Materials listed.



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 (subtabs).

NOTE: MAC will allow you to delete a material type that has subtab 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 on each subtab. For example, if you delete structural concrete, you will have to add the material type back and enter all the technicians, labs and production facilities with mix designs in the original submittal and any addendums to get the information back. Those entries will then have to be processed and reviewed. That is one reason why is it suggested that you print a hard copy report of the information regularly (Chapter 8 – Viewing a CQCP for Print).

Chapter 14 – CQCP Addendums

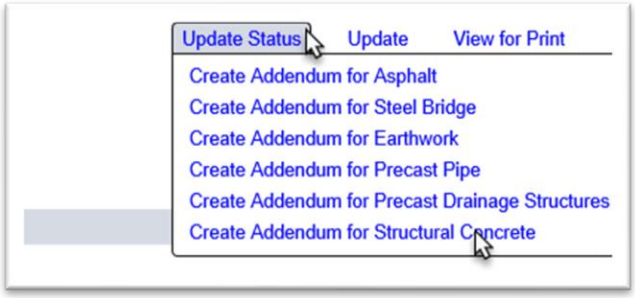
Specification Section 105 has time requirements for CQCP addendums. An addendum is defined in MAC as a revision to an existing material. Adding a new material to a CQCP is not considered an addendum.

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.



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. Select the addendum tab to expand it.

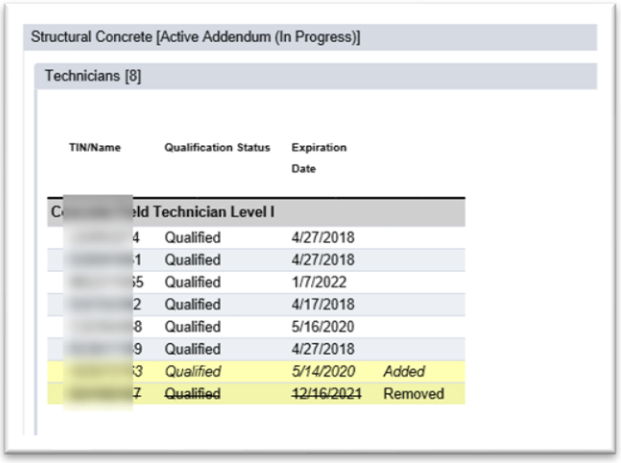
1. Updating Technicians

a. If the material requires technicians to be listed, select the Technician subtab to expand it.
b. Select the Update option.

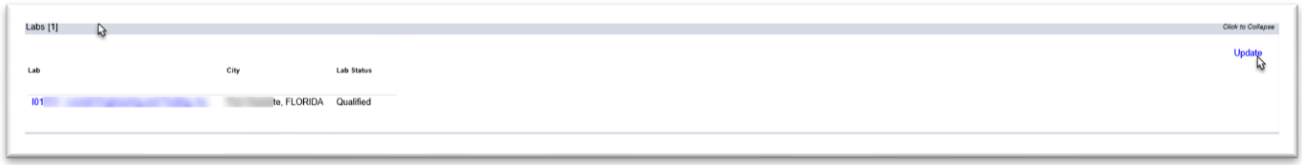
An Update Technicians dialog box appears.

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

The Technician tab will indicate which technicians have been added or removed and their qualification status.

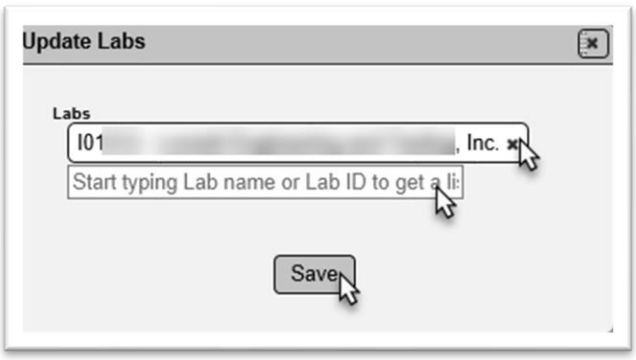


2. Updating Labs



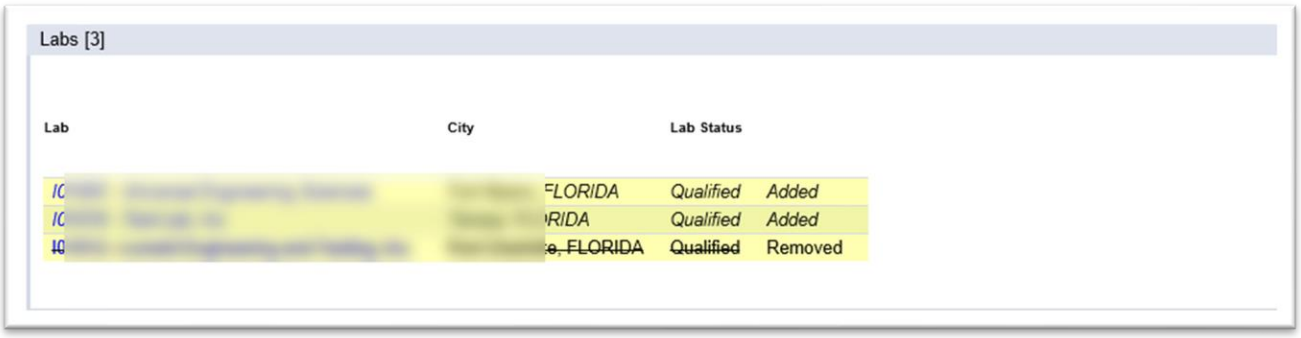
a. Select the Labs tab to expand it.
b. Select the Update option.

An Update Labs dialog box appears.

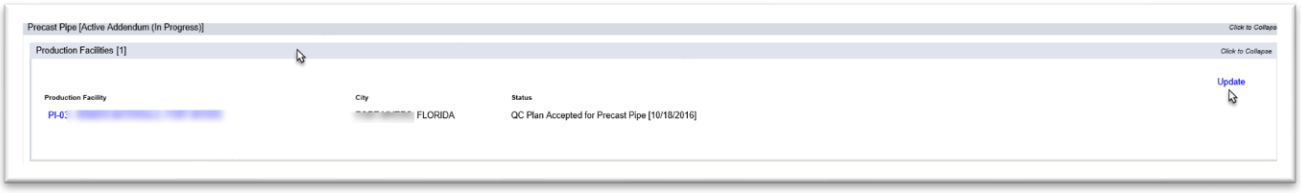


c. Select the X next to the lab to remove an existing lab.
d. Enter the Lab Id or company name of a lab you want to add in the blank field and select the lab from the returned list.
e. Select the Save option to save your changes.

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 10 – Reviewing the Laboratory Test Method Status.

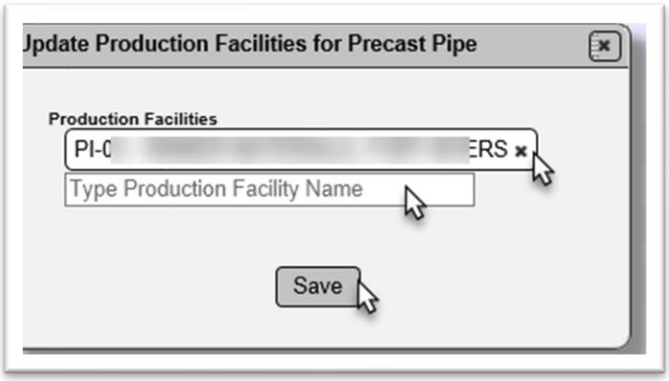


3. Updating Production Facilities



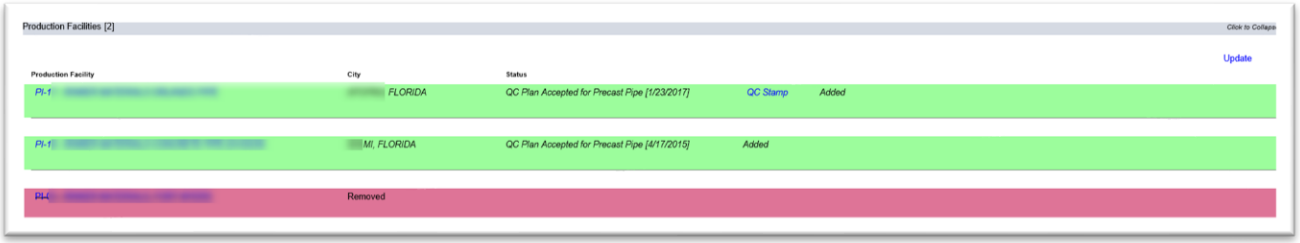
a. Select the Production Facilities tab to expand it.
b. Select the Update option.

An Update Production Facilities for [Material] dialog box appears.



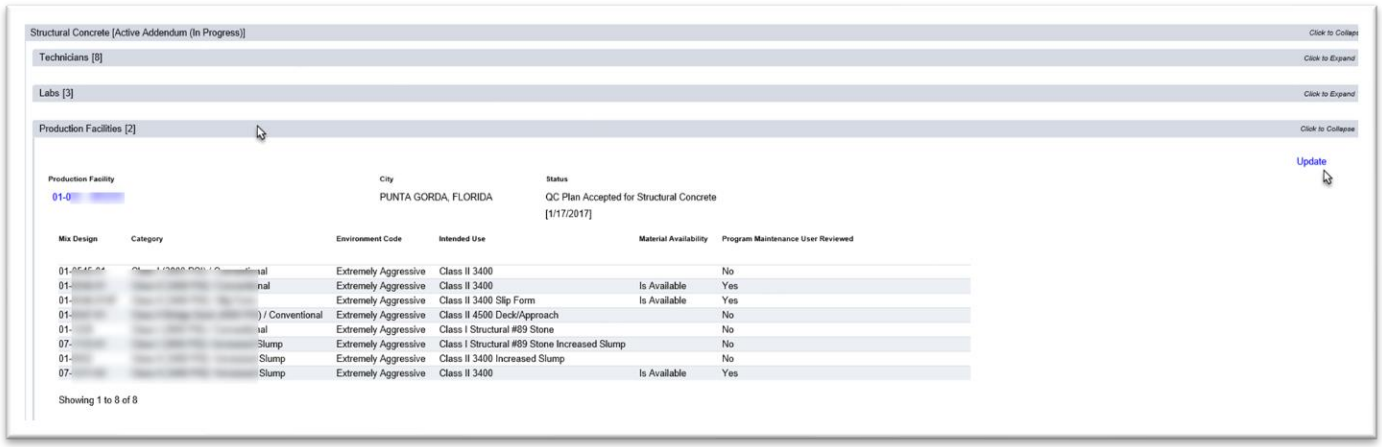
c. Select the X next to the production facility to remove an existing production facility.
d. Enter the Product Facility Id or company name of a production facility you want to add in the blank field and select the entry from the returned list.
e. Select the Save option to save your changes.

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



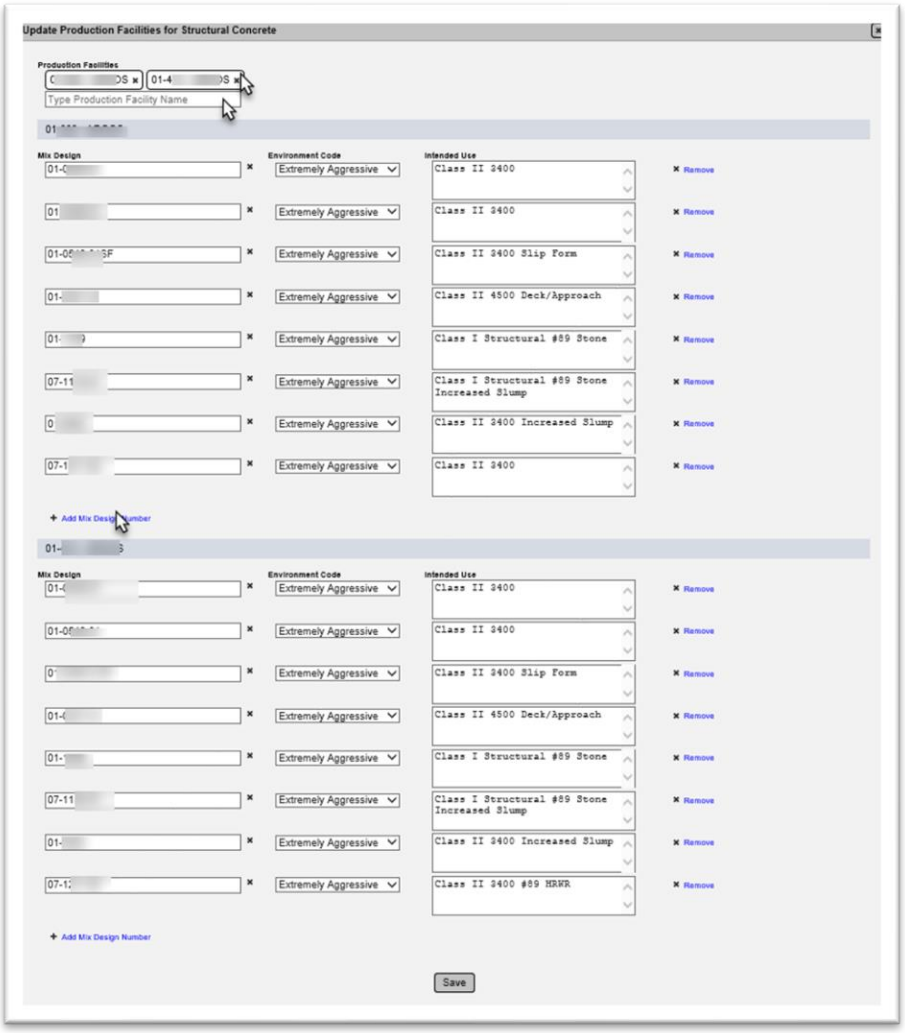
4. Updating Structural Concrete Production Facilities and Mix Designs

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

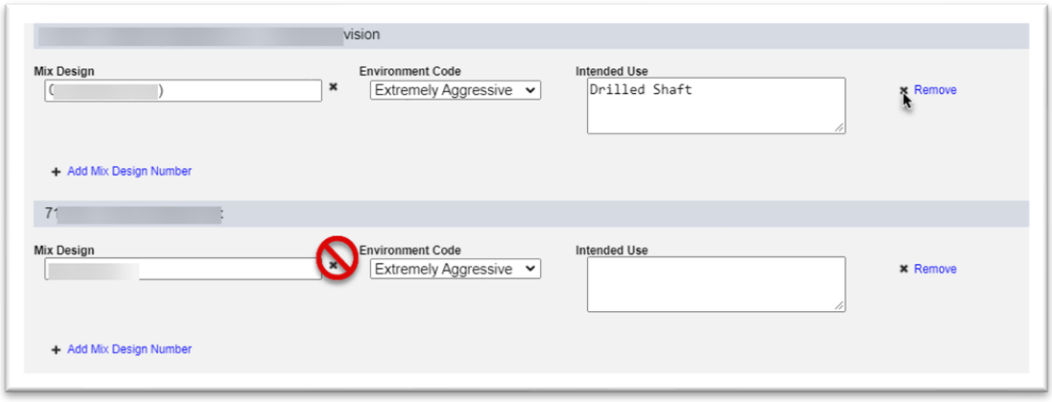


a. Select the Production Facilities tab to expand it.
b. Select the Update option.

An Update Production Facilities for Structural Concrete dialog box appears.



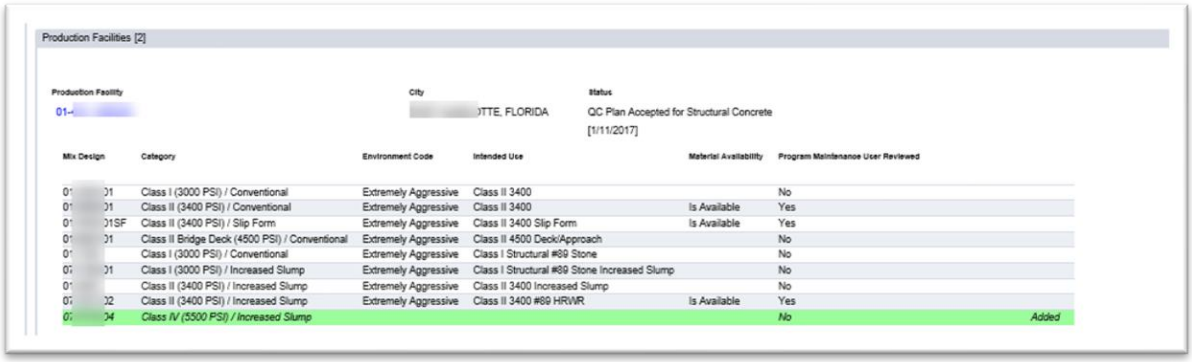
a. To delete and existing plant and all mix designs assigned to the plant, select the X next to the production facility.



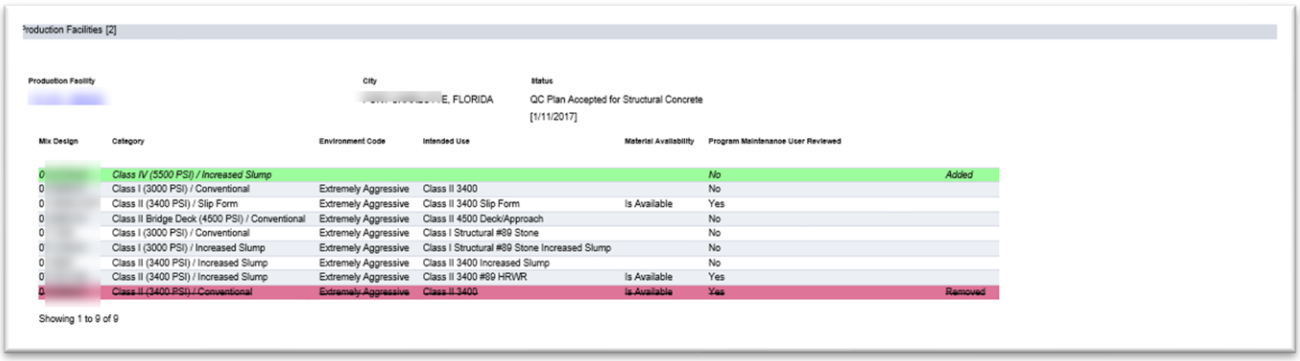
b. To delete mix designs from a specific production facility, select the x next to the Remove option, not the x by the mix design field.

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.

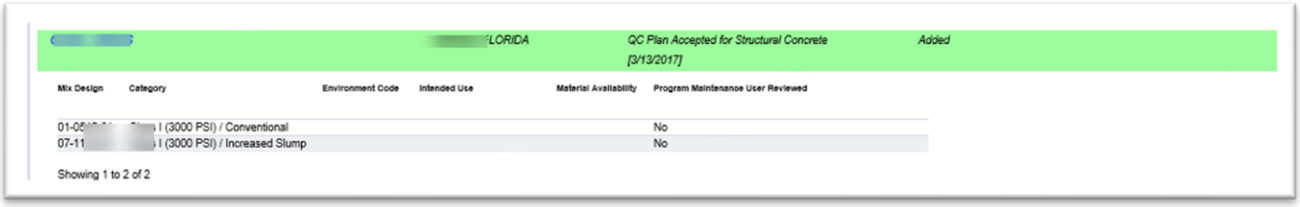
A new mix design added to an existing production facility appears in green as *Added.*



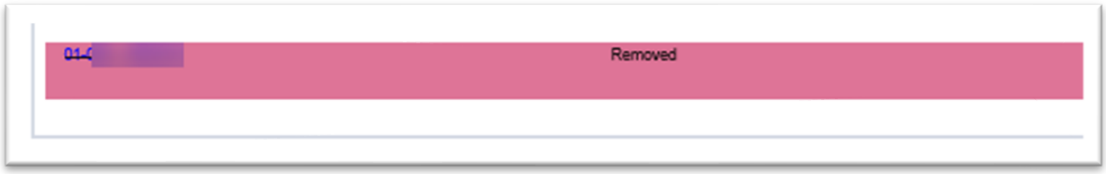
A removed mix design will show as Removed in strike through with red.



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

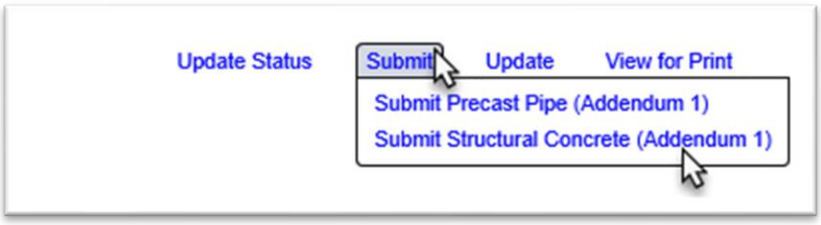


A removed mix production facility will show as Removed and no mix designs will be listed since the CQCP now indicates that the production facility will not be producing for the contract.



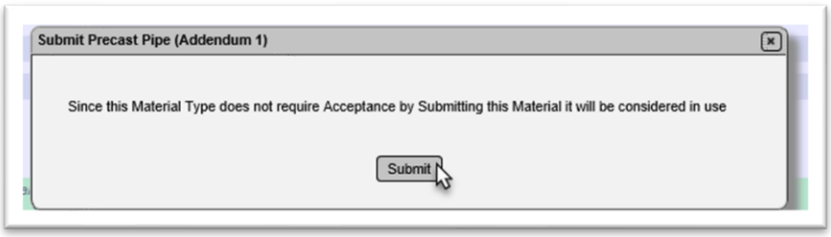
B. Submitting an Addendum

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.

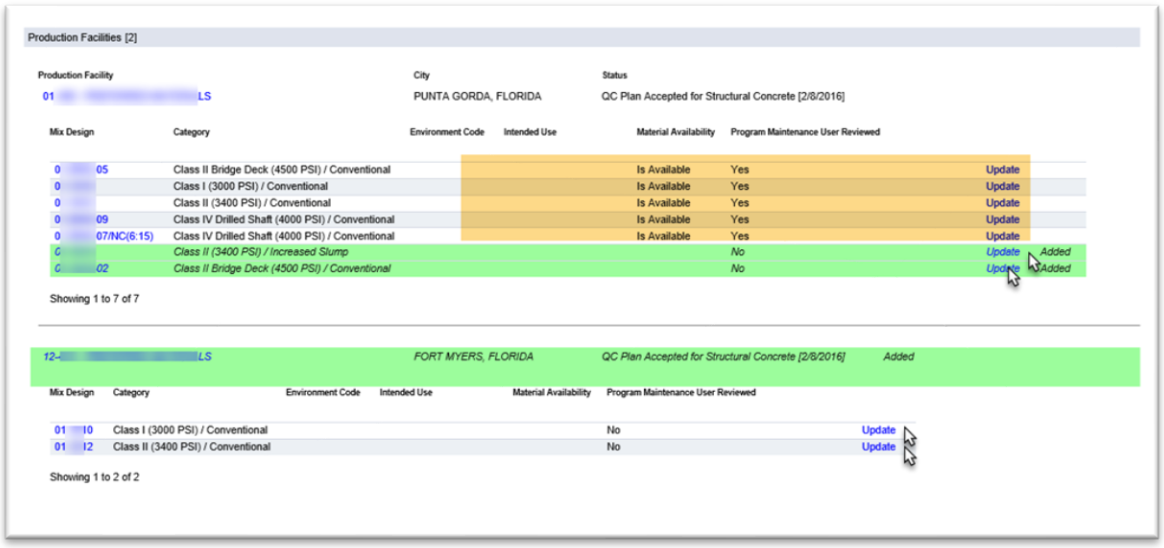
The addendum status will be revised to Submitted.

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	
0	*Class II (3400 PSI) / Increased Slump*				*No*	*Update*	*Added*
0 02	*Class II Bridge Deck (4500 PSI) / Conventional*				*No*	*Update*	*Added*

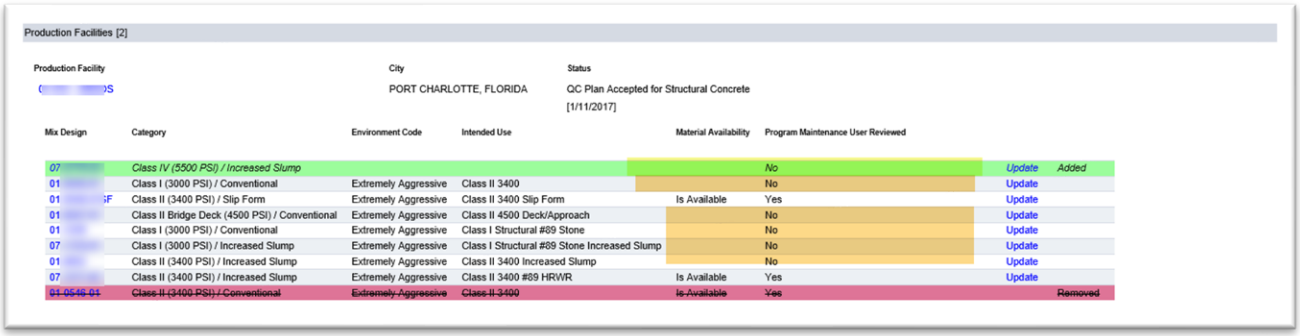
Showing 1 to 7 of 7

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	Update
01 12	Class II (3400 PSI) / Conventional				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
(redacted)S	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*	*Update*	*Added*
01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class II 3400		No	Update	
01 :F	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	Update	
01	Class I (3000 PSI) / Conventional	Extremely Aggressive	Class I Structural #89 Stone		No	Update	
07	Class I (3000 PSI) / Increased Slump	Extremely Aggressive	Class I Structural #89 Stone Increased Slump		No	Update	
01	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 Increased Slump		No	Update	
07	Class II (3400 PSI) / Increased Slump	Extremely Aggressive	Class II 3400 #89 HRWR	Is Available	Yes	Update	
~~01 0516 01~~	~~Class II (3400 PSI) / Conventional~~	~~Extremely Aggressive~~	~~Class II 3400~~	~~Is Available~~	~~Yes~~		~~Removed~~

The green higlighted 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.

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

Chapter 15 – 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.
        ii. See Chapter 10 – 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?