



Florida Department of TRANSPORTATION



Contractor Quality Control Plan Notifications to the Contractor QC Manager

May 16, 2019



Contents

Contractor QC Managers.....	3
Contractor QC Plan has been Created	3
Contractor QC Plan has been submitted with Unapproved Production Facilities	3
Contractor QC Plan Mix Designs No Longer Approved	3
All Contractor QC Plan Mix Designs have been Reviewed.....	3
Contractor QC Plan's Mix Design Designated Material Not Available	4
Contractor QC Plan's Lab or Lab Test Method has been Suspended or Closed	4
Contractor QC Plan's Production Facility not Approved	4
Commercial Inspection has been Updated	5
Contractor QC Plan Material Submitted.....	5
Contractor QC Plan Material Accepted.....	5
Contractor QC Plan Material Rejected.....	5
Contractor QC Plan Material Removed	5

Contractor QC Managers

Contractor QC Managers receive many of the same notifications as PAs for to the Contractor Quality Control Plan (CQCP). Often, the Contractor QC Manager (CQCM) is not directly responsible for the data entry. Sometimes the QC Manager is not even a MAC user. Because the CQCM is ultimately responsible for the entries, he is notified for events that impact the CQCP.

CQCMs may not be MAC users. MAC has no way of knowing if a specific CQCM has MAC roles or not.

- CQCMs cannot opt out of the notifications
- CQCMs only receive the email notification
 - There is no option for a dashboard notification

Because this does not allow the recipient the same flexibility as users with roles the number of notifications to QC Managers is limited to only those that he might need to act on. **The system is being updated to send the CQCM is sent one email the next day summarizing all actions taken on the CQCM for the day before instead of a single email for each event.**

Contractor QC Plan has been Created

The QC Manager is not notified for this trigger because the entry has been created but the QC Manager is not yet designated.

Contractor QC Plan has been submitted with Unapproved Production Facilities

This is a subset of Contractor's QC Plan Production Facility not Approved. In this case you will get two notifications, but this one is important because it indicates a production facility needs additional attention before products or materials can be produced or delivered to the project. QC Managers should coordinate with the Production Facility Manager of Quality Control to determine what needs to be done. PMUs and PAs also receive the notification so all parties should communicate with each other to determine the next course of action.

Contractor QC Plan Mix Designs No Longer Approved

When the QC data entry person selects structural concrete mix designs on the CQCP, they must be approved or they cannot be selected. After the structural concrete material type is submitted, reviewed by the DMRO PMU and accepted by the PA, the SMO Concrete users can change the mix design status from Approved to something else. This notification is meant to let the QC Manager know that a mix design that was initially okay is no longer okay to use.

All Contractor QC Plan Mix Designs have been Reviewed

Before the PA can accept the structural concrete submittal or addendums, a PMU must review the mix designs and structural concrete production facilities and confirm that the production facility has the mix design components on hand or on order. When the last mix design that has not yet been reviewed is reviewed, MAC will notify the QC Manager.

Contractor QC Plan's Mix Design Designated Material Not Available

This is triggered when the PMU's review designates that a structural concrete production facility does not have the has the mix design components on hand or on order and designates one or more mix designs with Material Not Available.

Contractor QC Plan's Lab or Lab Test Method has been Suspended or Closed

This one is a little complicated. Labs are listed on the CQCP along with the Lab's status. Test methods are listed on the Lab's profile and are not connected to the CQCP. If a lab status changes, it does impact the CQCP.

If the test methods status changes, it may or may not. For example, if a lab that is listed as the Earthwork Lab has test method AASHTO T 27 Sieve Analysis of Fine and Coarse Aggregates suspended and there is no backup lab listed, the QC Manager needs to know that samples tested by that lab will end up with a finding and ultimately an Exception to the Project Materials Certification Letter (PMCL). If the same lab test method for ASTM C39 is suspended, it would not impact a CQCP where the lab is only performing Soils testing. The notification is intended to give the QC Manager a "heads up" so no samples are sent to the lab to avoid the Exception. Just because you receive a notification, doesn't mean it's going to end up as an Exception. Review the specific test methods to determine if the lab is performing that test for acceptance on the contract.

1. If the lab status is changed, are there other labs already listed that can take new samples until the lab can be reinstated?
2. If a test method is changed, is it one needed for the type of material the lab is testing?
 - a. If it is a test method for that material type, is there a backup lab?
 - i. If there is a backup lab, send samples to the backup lab
 - ii. If there is no backup lab:
 - Stop sampling and testing & suspend QC Operations for the material(s) impacted
 - Submit an addendum
 - Allow up to 5 days for the FDOT to review the addendum
 - b. If it is not a test method for that material type, the notification doesn't impact the CQCP

Contractor QC Plan's Production Facility not Approved

This gets triggered when a PMU changes the production facility status on an aggregate production facility under the Earthwork tab or the Producer QC Plan (PQCP) status of production facilities under any other material type tab. Like the lab status changes, the QC Manager should not accept material or product from that facility until the status changes back to Approved for aggregate production facilities or PQCP Accepted for other facilities. Either the material or product needs to come from a production facility already listed or the QC Manager needs to identify a new production facility in an addendum and give the Department up to 5 days to review the addendum before the material is produced or delivered to the project.

Commercial Inspection has been Updated

The QC Manager is not notified when the tab has been updated. The initial update is triggered by the QC data entry person. The PA completes the rest of the tab. The SMO and PA are intended recipients of the notification.

Contractor QC Plan Material Submitted

This notification is triggered when a data entry person submits any Material type original submittal or addendum.

Contractor QC Plan Material Accepted

This notification is triggered when the PA accepts Asphalt, Earthwork or Structural Concrete.

Contractor QC Plan Material Rejected

This notification is triggered when the PA rejects an Asphalt, Earthwork or Structural Concrete original submittal or addendum. The QC Manager needs to review why it was rejected and coordinate with the PA and data entry personnel to make the necessary corrections and resubmit.

Contractor QC Plan Material Removed

This notification is triggered when a data entry person removes any Material type originally added to the CQCP. If this action occurs after the material type has been submitted, all record of the entries, reviews, addendums, etc. are erased from MAC. When this event occurs, the PA and the QC Manager need to coordinate. Many times, it is inadvertently removed and needs to be added back.