Florida Department of
TRANSPORTATION

Independent Assurance Program
Maintenance User Manual

February 22, 2024

Contents

Who is the FDOT Independent Assurance Program Maintenance User?

The Independent Assurance (IA) Program Maintenance User (PMU) is a person working for the District Materials and Research Office (DMRO) or State Materials Office (SMO) who manages the Independent Assurance Program requirements and performs IA evaluations. These instructions describe the functions performed by the IA PMU in MAC.

There are four types of IA evaluations: observation, split sample, observation/split sample, and proficiency sample. The requirements for the Independent Assurance Program are contained in the Materials Manual. These instructions are intended to cover the MAC functionality related to the Materials Manual, not supersede, or replace the program requirements. If there is a conflict between the Materials Manual procedure and these instructions, the Materials Manual takes precedence.

NOTE: When a Qualification Performance Report (QPR) for an IA Evaluation is generated from MAC, it is an official document sent out by FDOT that cannot be retrieved. It ***cannot*** be deleted at that point. *MAKE SURE THE INFORMATION IS CORRECT AND COMPLETE before you generate the QPR!* (Chapter 11 – Generating the Qualification Performance Report (QPR)

NOTE: Currently MAC does not have an "effective date" associated with an evaluation. For observation, split sample, and observation/split sample evaluations, it is essential the data be entered into MAC as soon as the evaluation is complete. If there is a delay in the entry, the technician's qualification area expires and you use printed checklists, you may not be able to enter the evaluation when MAC performs the technician qualification area checklist. The report tracking evaluation percentages will not be manually revised to include any "outside of MAC" evaluations.

NOTE: Do not use Open Evaluation for an unsatisfactory evaluation to remove the strike. The technician must be reevaluated with a new evaluation and a different evaluator. See Chapter 16 – Managing Strikes. Selecting the Open Evaluation option on an Unsatisfactory evaluation that does not need to be updated and revised results in an additional strike. This impacts the ability to query strikes and report a strike count.

Chapter 1 – Checklists

An IA evaluator can enter data in MAC directly if he has a device with internet connectivity. The reports can also be printed so that the evaluation can b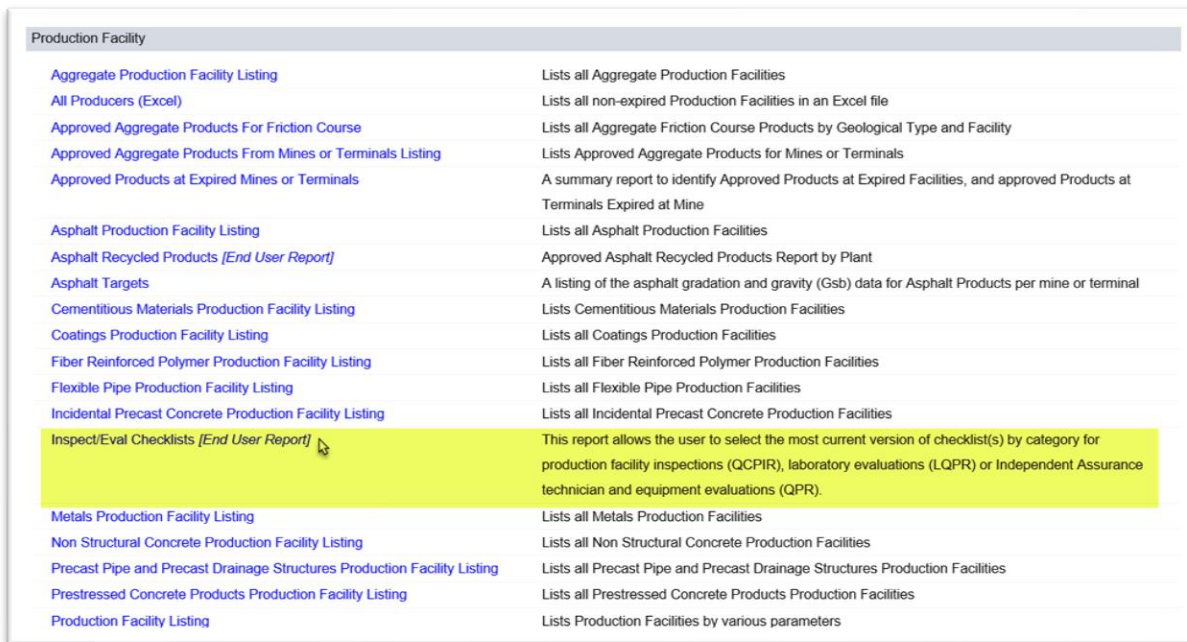e documented manually and the results entered when the evaluator returns to the office. If the evaluation is conducted using hard copy checklists, the completed checklists should be attached to the evaluation record in MAC. You can print the checklists from a MAC report or from the evaluation. To print the checklists from an evaluation, see Chapter 4, **G. Printing Multiple Checklists**.

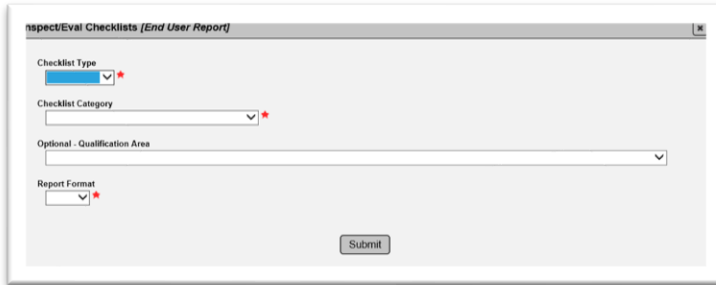To print the most current checklist using a MAC report:

1. Select the Reports menu option.

The report can be used to print production facility inspection, laboratory evaluation and IA evaluation checklists. The report is located under the Production Facility tab.

Production Facility	
Aggregate Production Facility Listing	Lists all Aggregate Production Facilities
All Producers (Excel)	Lists all non-expired Production Facilities in an Excel file
Approved Aggregate Products For Friction Course	Lists all Aggregate Friction Course Products by Geological Type and Facility
Approved Aggregate Products From Mines or Terminals Listing	Lists Approved Aggregate Products for Mines or Terminals
Approved Products at Expired Mines or Terminals	A summary report to identify Approved Products at Expired Facilities, and approved Products at Terminals Expired at Mine
Asphalt Production Facility Listing	Lists all Asphalt Production Facilities
Asphalt Recycled Products [End User Report]	Approved Asphalt Recycled Products Report by Plant
Asphalt Targets	A listing of the asphalt gradation and gravity (Gsb) data for Asphalt Products per mine or terminal
Cementitious Materials Production Facility Listing	Lists Cementitious Materials Production Facilities
Coatings Production Facility Listing	Lists all Coatings Production Facilities
Fiber Reinforced Polymer Production Facility Listing	Lists all Fiber Reinforced Polymer Production Facilities
Flexible Pipe Production Facility Listing	Lists all Flexible Pipe Production Facilities
Incidental Precast Concrete Production Facility Listing	Lists all Incidental Precast Concrete Production Facilities
Inspect/Eval Checklists [End User Report]	This report allows the user to select the most current version of checklist(s) by category for production facility inspections (QCPIR), laboratory evaluations (LQPR) or Independent Assurance technician and equipment evaluations (QPR).
Metals Production Facility Listing	Lists all Metals Production Facilities
Non Structural Concrete Production Facility Listing	Lists all Non Structural Concrete Production Facilities
Precast Pipe and Precast Drainage Structures Production Facility Listing	Lists all Precast Pipe and Precast Drainage Structures Production Facilities
Prestressed Concrete Products Production Facility Listing	Lists all Prestressed Concrete Products Production Facilities
Production Facility Listing	Lists Production Facilities by various parameters

2. Under the Production Facility tab, select the Inspect/Eval Checklists option.

A report dialog box will appear.

3. **Checklist Type** – select Equipment or Procedure. If both are needed, generate two reports, one for each.

4. **Checklist Category** – select the material category for the qualification. Be careful as this dropdown includes materials for Production Facility Inspections. For example, use concrete for a Concrete Field Level I evaluation. Structural concrete is for the production facility inspections.

5. **Optional – Qualification Area** – select the qualification area. This is not optional for IA evaluation checklists.

6. **Report Format** – select the appropriate format, Excel, or pdf. If you select Excel, each checklist will appear on its own worksheet tab.

7. Select Submit to generate the report.

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

8. Select the Open option.

The report will be opened in the format you selected.
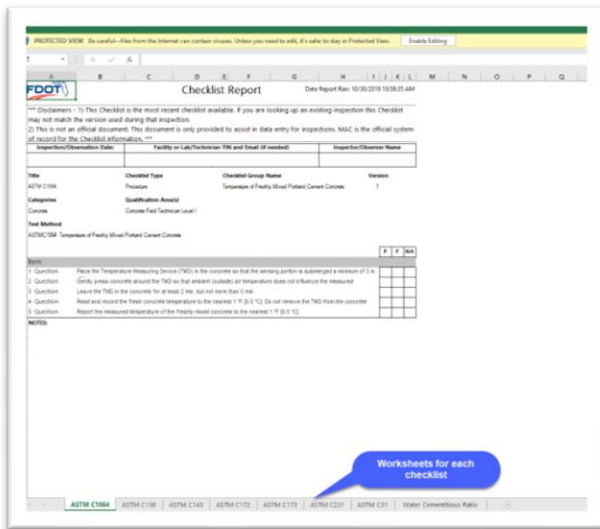
NOTE: If you created an evaluation, use the Print Multiple Checklists option instead of this report. You may find that the checklists do not match what is on the evaluation record if the checklists in MAC have been updated since you created the evaluation. To print the checklists, see Chapter 4, **G. Printing Multiple Checklists**.

Chapter 2 – Creating an Observation Evaluation on a Laboratory Qualification Area

To create an observation evaluation on a laboratory qualification area; for example, Concrete Lab Level 1:
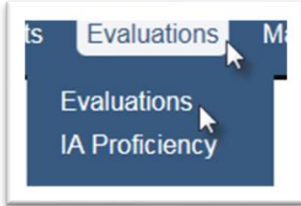
1. Select the Evaluations menu option.
2. Select Evaluations submenu option.

3. Select the Create Evaluation option.

A Create Evaluation dialog box will appear

4. **Choose Evaluation Area** – select the IA Evaluation option.

The dialog box will expand to include a Qualification Area field. A ★ indicates a required field.

5. **Qualification Area** – select the appropriate qualification area from the dropdown list, for example, Aggregate Testing Technician.

NOTE: Some technicians are qualified in more than one qualification area. Each evaluation is restricted to a single qualification area. If you want to evaluate a technician in more than one qualification area, you must perform each evaluation separately.

This is because MAC assigns strikes to a technician for a specific qualification area if the evaluation is Unsatisfactory. See Chapter 16 – Managing Strikes.

The Evaluation Type selection field will appear.

6. **Evaluation Type** – select the IA Observation option from the dropdown list.

7. **Evaluation District** – enter the District of the Evaluator.

NOTE: If the evaluation is being performed by an SMO Evaluator on a District IA Evaluator, select SMO, not the Evaluatee's district.

8. **Lab Being Evaluated** – enter the Laboratory where the technician is located. If there is a failing test step on an equipment checklist, it will generate an LQPR for this laboratory.

9. **Evaluator** – enter the Evaluator's name or TIN. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate evaluator from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The evaluator must be qualified in the qualification area that was selected in step 3. If the evaluator is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Evaluator is not Qualified for this Qualification Area

10. **Technician Type** – select the Technician Type. This selection assists with the required recipients when the report is generated.

a. Select IA if an SMO IA evaluator is evaluating another IA evaluator.

b. Select QC when the technician being evaluated only performs QC sampling and/or testing.

c. Select QC/VT when the technician being evaluated performs both QC and VT sampling and/or testing.

d. Select VT when the technician being evaluated only performs Verification sampling and/or testing.

11. **Technician** – enter the name or TIN of the technician being evaluated. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate technician from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The technician must be qualified in the qualification area that was selected in step 3. If the technician is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Technician is not Qualified for this Qualification Area

12. **Technician's Email** – enter the technician's email address. This field may be populated by the information in the CTQP data. If the field is populated, verify that the information is correct and current. In many cases it is out of date.

13. **Supervisor's Email** – enter the technician's supervisor's email address.

NOTE: Verify that the email information is correct and complete before saving the evaluation. If you don't know the emails, enter generic information in the fields and make a note to update the fields later when you evaluate the technician.

14. Select the appropriate checklists. Clicking on the Select All option selects all the checklists. This may be helpful if most of the checklists will be used. You may Select All and then deselect the ones not being used. Checklists may also be selected individually as appropriate.

Comment

This is a comment on an evaluation that will not appear on the QPR.

15. **Comments** – if desired, you can enter comments in the comments field. These will not appear on the QPR.

Supporting Document

Select File   0 %

Description

You may enter descriptive information about the attached document.

16. You may also attach a document to the evaluation.
a. Type in a description of the document, if desired.
b. Click on the Select File option under Supporting Document.

The Open dialog box will appear.
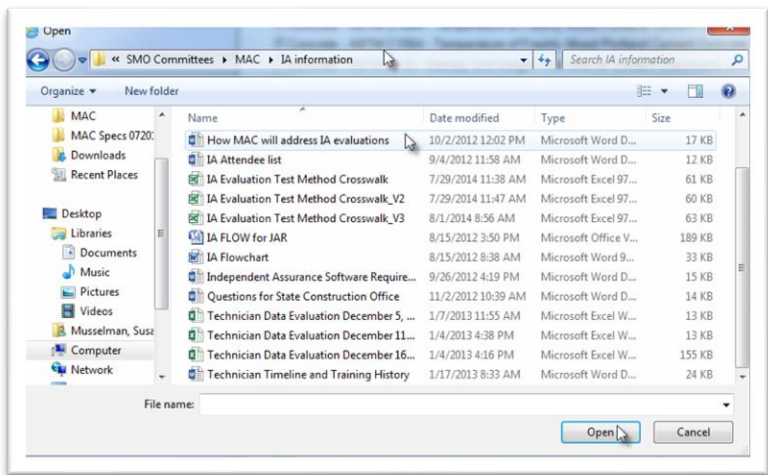
c. Navigate to the location where the document is stored.
d. Click on the document to select it.
e. Select the Open option to upload the document to the evaluation.
The document will appear as attached to the evaluation.
f. If you wish to add another document, Click on the + by the Add Another Document option and repeat the steps.

Add Another Document

Save

17. Select the Save option to create the evaluation.

You will receive an message that the evaluation was successfully created.

Create Evaluation was successful

Chapter 3 – Creating an Observation Evaluation on a Field Qualification Area

To create an observation evaluation on a field qualification area; for example, Concrete Field Level 1:

1. Select the Evaluations menu option.
2. Select the Evaluations submenu option.

3. Select the Create Evaluation option.

A Create Evaluation dialog box will appear.

4. **Choose Evaluation Area** – select the IA Evaluation option.

The dialog box will expand to include a Qualification Area field. A ★ indicates a required field.

5. **Qualification Area** – select the appropriate qualification area from the dropdown list, for example, Aggregate Testing Technician.

NOTE: Some technicians are qualified in more than one qualification area. Each evaluation is restricted to a single qualification area. If you want to evaluate a technician in more than one qualification area, you must perform each evaluation separately. This is because MAC assigns strikes to a technician for a specific qualification area if the evaluation is Unsatisfactory. See Chapter 16 – Managing Strikes.

The Evaluation Type selection field will appear.

6. **Evaluation Type** – select the IA Observation option from the dropdown list.

7. **Evaluation District** – enter the District of the Evaluator.

NOTE: If the evaluation is being performed by an SMO Evaluator on a District IA Evaluator, select SMO, not the Evaluatee's district.

8. **Evaluator** – enter the Evaluator's name or TIN. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate evaluator from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The evaluator must be qualified in the qualification area that was selected in step 3. If the evaluator is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

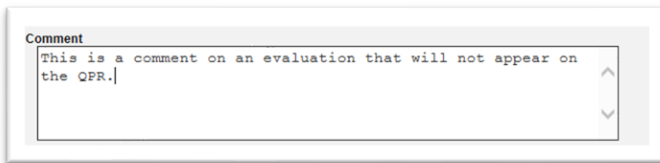**ERROR**: Evaluator is not Qualified for this Qualification Area

9. **Technician Type** – select the Technician Type. This selection assists with the required recipients when the report is generated.
a. Select IA if an SMO IA evaluator is evaluating another IA evaluator.
b. Select QC when the technician being evaluated only performs QC sampling and/or testing.
c. Select QC/VT when the technician being evaluated performs both QC and VT sampling and/or testing.
d. Select VT when the technician being evaluated only performs Verification sampling and/or testing.
10. **Technician** – enter the name or TIN of the technician being evaluated. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate technician from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The technician must be qualified in the qualification area that was selected in step 3. If the technician is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

11. **Technician's Email** – enter the technician's email address. This field may be populated by the information in the CTQP data. If the field is populated, verify that the information is correct and current. In many cases it is out of date.
12. **Supervisor's Email** – enter the techncian's supervisor's email address.

NOTE: Verify that the email information is correct and complete before saving the evaluation. If you don't know the emails, enter generic information in the fields and make a note to update the fields later when you evaluate the technician.

Checklists
☐ Select All
☐ Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Equipment]
☐ Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Procedure]
☐ Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Equipment]
☐ Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Procedure]
☐ Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Equipment]
☐ Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Procedure]
☐ Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Equipment]
☐ Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Procedure]
☐ Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Equipment]
☐ Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Procedure]
☐ Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Equipment]
☐ Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Procedure]
☐ Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Equipment]
☐ Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Procedure]
☐ Concrete - FM 5-501 - Water Cementitious Ratio [Procedure]

13. Select the appropriate checklists from the master list. Clicking on the Select All option selects all the checklists. This may be helpful if most of the checklists will be used. You may Select All and then deselect the ones not being used. Checklists may also be selected individually as appropriate.

Comment
This is a comment on an evaluation that will not appear on the QPR.

14. If desired, you can enter comments in the comments field. These will not appear on the QPR.

Supporting Document   Description
Select File   0 %   You may enter descriptive information about the attached document.

15. You may also attach a document to the evaluation.
a. Type in a description of the document, if desired.
b. Click on the Select File option under Supporting Document.

The Open dialog box will appear.

c. Navigate to the location where the document is stored.
d. Click on the document to select it.

e. Select the Open option to upload the document to the evaluation.
The document will appear as attached to the evaluation.
f. If you wish to add another document, Click on the + by the Add Another Document option and repeat the steps.

+ Add Another Document

Save

16. Select the Save option to create the evaluation.

You will receive an message that the evaluation was successfully created.

Create Evaluation was successful

Chapter 4 – Performing an Observation Evaluation

A.   Updating an Observation Evaluation

Once an evaluation is created, you can update the evaluation record, if needed.

1. Select the Update option.

An Update dialog box will appear. You can update the Technician Type and the Qualification Area.

2. Update the fields as appropriate.
3. Select the Save option to save the updates.

You will receive a message that the evaluation was sucessfully updated.
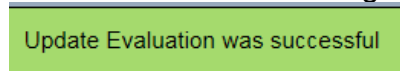
NOTE: Some fields are not updateable. If you selected the wrong technician, you must delete the evaluation and reenter it with the correct technician.

B.   Updating Evaluation Emails

To update the email information on an evaluation:

1. Select the Update Emails icon ( ).

An Update Emails dialog box will appear.

2. Update either or both emails.
3. Select Save to save the updated emails.

You will receive a message the the emails were successfully updated.

C.   Deleting an Observation Evaluation

1. Select the Delete option.
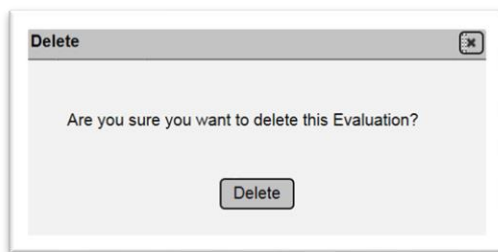
A Delete dialog box will appear.

2. Select the Delete option to delete the evaluation record.

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

NOTE: ***You cannot delete an evaluation record if you have generated a QPR***. This option will not appear after you generate the QPR (Chapter 11 – Generating the Qualification Performance Report (QPR)).

D.   Updating the Checklists on an Evaluation

If you need to update the checklists assigned to the evaluation:

1. Select the Update Checklists option.

The Update Checklist dialog box will appear.
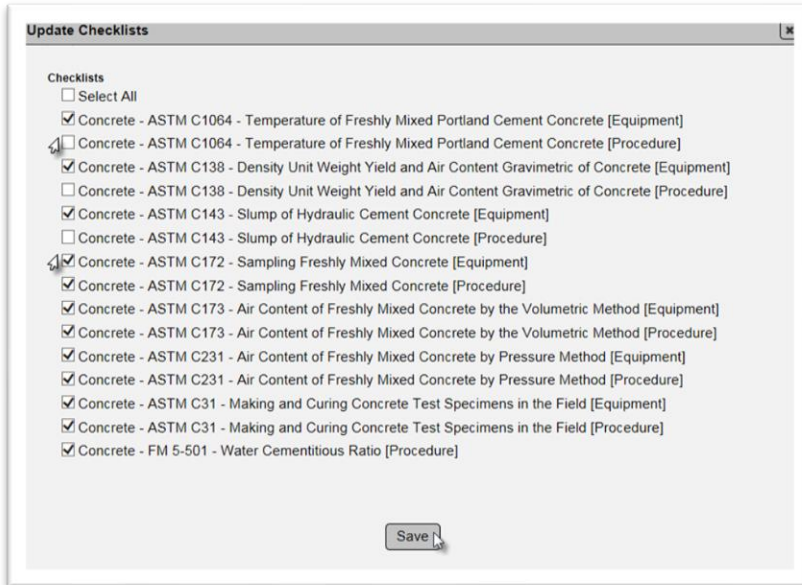
2. Assign missing checklists by clicking on the selection box next to the checklist title. Deselect checklists checked to remove them from the evaluation.
3. When complete, select the Save option to revise the checklists on the evaluation.

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

E.   Performing a Single Checkist

The checklists on an evaluation may be completed individually or more than one at a time. To perform one of the checklists:

1. Select the Perform Checkist option next to the specific checklist you wish to complete.

A Perform Checklist dialog box will appear.

2. **P / F / N/A** – observe the technician performing each step.
a. If the technician successfully completes the step no action needs to be taken.
b. If the technician fails to successfully complete the step, change the step indicator from P to F.
c. If the step does not apply, change the step indicator from P to N/A.
3. **Remarks** – enter remarks in the remarks field, if desired. These do not show on the QPR.
4. **Date** – if the checklist is completed on a date different from the date the evaluation was generated, change the date to the appropriate date.
5. **IA Observer** – if the checklist is completed by a different IA Observer from the Evaluator, enter the Name or TIN of the IA Observer.
6. To save your work and return to the checklist at a later time, select the Save option. The checklist status will remain "In Progress".
7. To complete the checklist and submit it for generating the QPR, select the Submit option.

You will receive a messag that the checklist was successfully completed.

Perform Checklist was successful
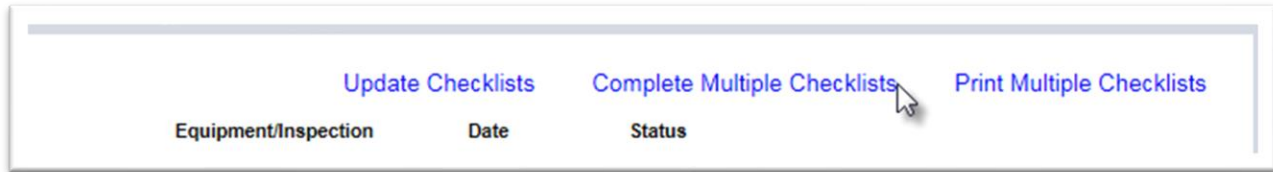
The checklist status will change to either "Passed" if all steps are P or P and N/A or "Failed" if any steps are failed.
If any required fields are missing and the Submit option is selected, you will be warned and the specific missing fields wil be listed.

ERROR: IA Observer is required

F.   Completing Mutliple Checklists

To complete more than one checklist at a time:
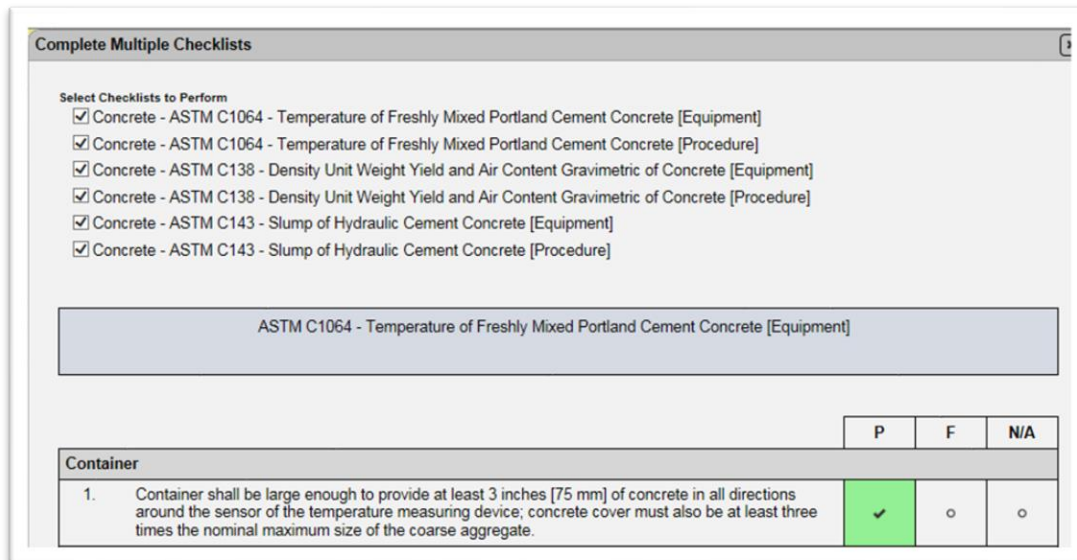
1. Select the Complete Multiple Checklists option.

A Complete Multiple Checklists dialog box will appear with all the checklists on the evaluation selected.

2. If you are going to perform all checklists, leave all the boxes checked.
3. If you are not going to perform all checklists, deselect the checklists you are not going to perform. This may be due to another IA evaluator completing them or you will be returing the next day to complete them. Deleselecting them here does not remove them from the evaluation, just from the available checklists for data entry at this time.
4. **P / F / N/A** – observe the technician performing each step on the first checklist.
a. If the technician successfully completes the step no action needs to be taken.
b. If the technician fails to successfully complete the step, chagne the step indicator from P to F.
c. If the step does not apply, change the step indicator from P to N/A.
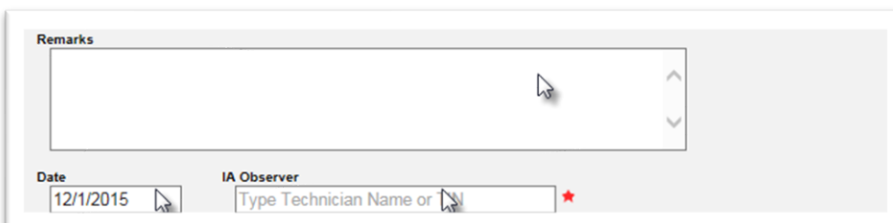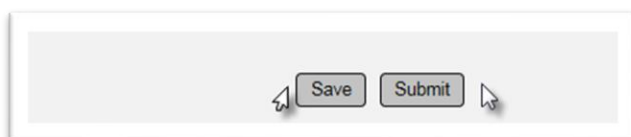
5. **Remarks** – enter remarks in the remarks field, if desired. These do not show on the QPR.

6. **Date** – if the date of the checkist is different from the date the evaluation was created, change the date field.

7. **IA Observer** – you must supply the IA observer on the first checklist. Enter the Name or TIN of the IA Observer.

8. Continue completing each checklist.

9. **Use the Footer from the First Checklist** – after the first checklist you have this option. If this box is selected the date and IA observer entered will be used on that checklist. If it is not, you will have to supply the IA Observer and the date. This is done when more than one IA Observer performs the same evaluation.

10. To save your work and return to the checklist at a later time, select the Save option. The checklists statuses will remain "In Progress".

11. To complete the checklists and submit them for generating the QPR, select the Submit option. The checklist statuses will change to either "Passed" if all steps are P or P and N/A or "Failed" if any steps are failed.

If any required fields are missing and the Submit option is selected, you will be warned and the specific missing fields wil be listed.

NOTE: The Date field cannot be in a future date.

If all required fields are present and no other errors are presented, you will receive a message that the Perform checklist was successful.

G.   Printing Multiple Checklists

You can print the checklists on an evaluation record if you need to perform the evaluation manually and enter the results in later.
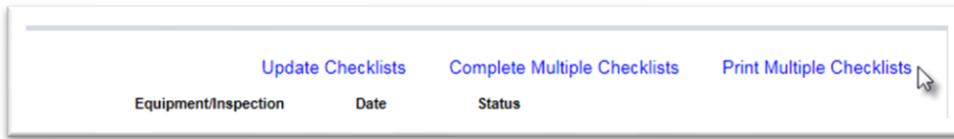
Select the Print Multiple Checklists option.

A Print Multiple Checklists dialog box will appear.
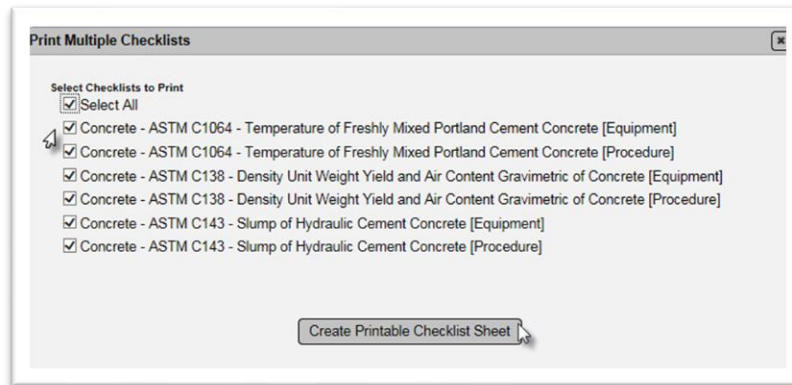
2. To print all the checklists on the inspection record, leave the checkboxes selected. To print only some of them, deselect the checklists you don't want to print.
3. Select the Create Printable Checklist Sheet option.
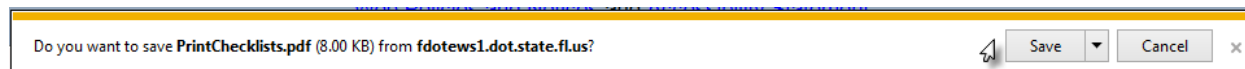
4. Select the Save option to save the download and open it.

5. Select the Open option to open the printable hard copies in pdf format.

The reports will open in a program that will read pdf formats. You can print the reports by using the program's print function.

Chapter 5 – Creating a Split Sample Evaluation on a Laboratory Qualification Area

To create a split sample evaluation on a laboratory qualification area; for example, Concrete Lab Level 1:

1. Select the Evaluations menu option.
2. Select the Evaluations submenu option.

3. Select the Create Evaluation option.

A Create Evaluation dialog box will appear.

4. **Choose Evaluation Area** – select the IA Evaluation option.

The dialog box will expand to include a Qualification Area field. A ★ indicates a required field.

5. **Qualification Area** – select the appropriate qualification area from the dropdown list, for example, Aggregate Testing Technician.

NOTE: Some technicians are qualified in more than one qualification area. Each evaluation is restricted to a single qualification area. If you want to evaluate a technician in more than one qualification area, you must perform each evaluation separately. This is because MAC assigns strikes to a technician for a specific qualification area if the evaluation is Unsatisfactory. See Chapter 16 – Managing Strikes.

The Evaluation Type selection field will appear.

6. **Evaluation Type** – select the IA Split option from the dropdown list.

7. **Evaluation District** – enter the District of the Evaluator.

NOTE: If the evaluation is being performed by an SMO Evaluator on an IA Evaluator, make sure you select the Evaluation District of SMO, not the Evaluatee's district.

8. **Evaluator** – enter the Evaluator's name or TIN. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate evaluator from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The evaluator must be qualified in the qualification area that was selected in step 3. If the evaluator is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Evaluator is not Qualified for this Qualification Area

9. **Evaluator's Lab** – enter the Laboratory Id where the Evaluator will perform the split sample testing.

10. **Evaluator's Company Different Than Lab's** – after you type in the Evaluator's Lab, an indicator for sample custody will appear.
If the IA Evaluator will be performing the testing at a Laboratory that does not belong to his company profile, select the Evaluator's Company Different Than Lab's indicator.

A new field will appear that will allow you to enter a company name.

11. **Evaluator's Company** – enter the Evaluator's company name. This will transfer the sample custody from the company of the lab in field #9 to the company in this field. The appropriate lab id where the testing occurred will be on the sample, but a user in the Evaluator's company (not users in the laboratory's company) will have access to enter the results.

12. **Technician Type** – select the Technician Type. This selection assists with the required recipients when the report is generated.

a. Select IA if an SMO IA evaluator is evaluating another IA evaluator.
b. Select QC when the technician being evaluated only performs QC sampling and/or testing.
c. Select QC/VT when the technician being evaluated performs both QC and VT sampling and/or testing.
d. Select VT when the technician being evaluated only performs Verification sampling and/or testing.

13. **Technician** – enter the name or TIN of the technician being evaluated. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate technician from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The technician must be qualified in the qualification area that was selected in step 3. If the technician is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Technician is not Qualified for this Qualification Area

14. **Technician Lab** – enter the Laboratory Id where the evaluated technician will be testing the split sample.
15. **Technician's Company Different Than Lab's** – after you type in the technician's Lab, an indicator for sample custody will appear. If the technician will be performing the testing at a Laboratory that does not belong to his company profile, select the Evaluator's Company Different Than Lab's indicator.

A new field will appear that will allow you to enter a company name.
16. **Technician's Company Name** – enter the Technician's company name. This will transfer the sample custody from the company of the lab in field #9 to the company in this field. The appropriate lab id where the testing occurred will be on the sample, but a user in the technician's company (not users in the laboratory's company) will have access to enter the results.

17. **Technician's Email** – enter the technician's email address. This field may be populated by the information in the CTQP database. If the field is populated, verify that the information is correct and current.
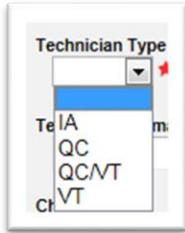18. **Supervisor's Email** – enter the techncian's supervisor's email address.

NOTE: Verify that the email information is correct and complete before saving the evaluation. MAC will not send an email notification for undelivered emails.

19. **FDOT Sample Number** – if there is an FDOT Sample Number, enter it here. It is not required, but providing a unique FDOT Sample Number assists the technician with searching for the sample.
20. **Test Method(s)** – select the test methods that will be evaluated by the split sample.
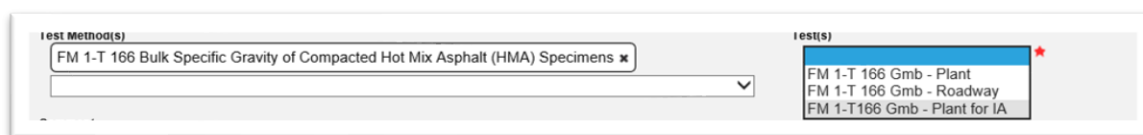
21. **Test(s)** – select the appropriate test definitions. This will assign the actual tests for data entry on the sample.

NOTE: In some cases, you may need to use a test definition created specifically for the IA program. The test definitions are normally designated as "for IA". Contact the SMO IA Coordinator if you are not sure which test definition to use.

Comment
This is a comment on an evaluation that will not appear on the QPR.

22. **Comment** – if desired, you can enter comments in the comments field. These will not appear on the QPR.

Supporting Document
Select File   0 %

Description
You may enter descriptive information about the attached document.

23. You may also attach a document to the evaluation.
a. Type in a description of the document, if desired.
b. Click on the Select File option under Supporting Document.

The Open dialog box will appear.

c. Navigate to the location where the document is stored.
d. Click on the document to select it.
e. Select the Open option to upload the document to the evaluation.
The document will appear as attached to the evaluation.
f. If you wish to add another document, Click on the + by the Add Another Document option and repeat the steps.

+ Add Another Document

Save

24. Select the Save option to create the evaluation.

You will receive an message that the evaluation was successfully created.

Create Evaluation was successful

Chapter 6 – Creating a Split Sample Evaluation on a Field Qualification

To create a split sample evaluation on a field qualification area; for example, Concrete Field Level 1:
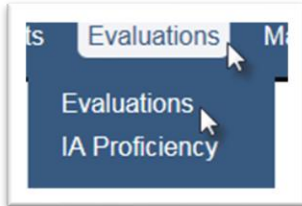
1. Select the Evaluations menu option.
2. Select the Evaluations submenu option on.

3. Select the Create Evaluation option.

A Create Evaluation dialog box will appear.

4. **Choose Evaluation Area** – select the IA Evaluation option.

The dialog box will expand to include a Qualification Area field. A ★ indicates a required field.

5. **Qualification Area** –to select the appropriate qualification area from the dropdown list, for example, Aggregate Testing Technician.

NOTE: Some technicians are qualified in more than one qualification area. Each evaluation is restricted to a single qualification area. If you want to evaluate a technician in more than one qualification area, you must perform each evaluation separately. This is because MAC assigns strikes to a technician for a specific qualification area if the evaluation is Unsatisfactory. See Chapter 16 – Managing Strikes.

The Evaluation Type selection field will appear.

6. **Evaluation Type** – select the IA split option from the dropdown list.

7. **Evaluation District** – enter the District of the Evaluator.

NOTE: If the evaluation is being performed by an SMO Evaluator on an IA Evaluator, make sure you select the Evaluation District of SMO, not the Evaluatee's district.

8. **Company** – enter the company name of the company that employs the evaluated technician.
9. **Evaluator** – enter the Evaluator's name or TIN. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate evaluator from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The evaluator must be qualified in the qualification area that was selected in step 3. If the evaluator is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

10. **Technician Type** – select the Technician Type. This selection assists with the required recipients when the report is generated.

a. Select IA if an SMO IA evaluator is evaluating another IA evaluator.
b. Select QC when the technician being evaluated only performs QC sampling and/or testing.
c. Select QC/VT when the technician being evaluated performs both QC and VT sampling and/or testing.
d. Select VT when the technician being evaluated only performs Verification sampling and/or testing.

11. **Technician** – enter the name or TIN of the technician being evaluated. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate technician from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The technician must be qualified in the qualification area that was selected in step 3. If the technician is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Technician is not Qualified for this Qualification Area

12. **Technician's Email** – enter the technician's email address. This field may be populated by the information in the CTQP database. If the field is populated, verify that the information is correct and current.
13. **Supervisor's Email** – the techncian's supervisor's email address.

NOTE: Verify that the email information is correct and complete before saving the evaluation. MAC will not send an email notification for undelivered emails.

14. **FDOT Sample Number** – if there is an FDOT Sample Number, enter it here. It is not required, but providing a unique FDOT Sample Number assists the technician with searching for the sample.

15. **Test Method(s)** – select the test methods that will be evaluated by the split sample.

16. **Test(s)** – select the appropriate test definitions. This will assign the actual tests for data entry on the sample.

17. **Comment** – if desired, you can enter comments in the comments field. These will not appear on the QPR.

18. You may also attach a document to the evaluation.
a. Type in a description of the document, if desired.
b. Click on the Select File option under Supporting Document.

The Open dialog box will appear.

c. Navigate to the location where the document is stored.
d. Click on the document to select it.
e. Select the Open option to upload the document to the evaluation.
The document will appear as attached to the evaluation.

f. If you wish to add another document, Click on the + by the Add Another Document option and repeat the steps.

+ Add Another Document
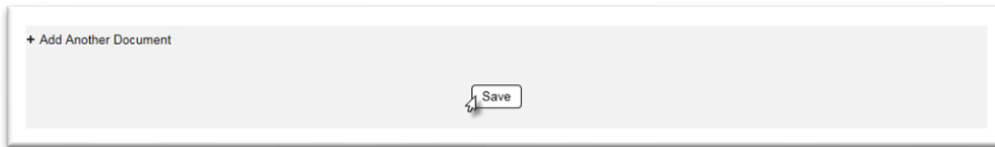
Save

19. Select the Save option to create the evaluation.

You will receive an message that the evaluation was successfully created.

Create Evaluation was successful

Chapter 7 – Performing a Split Sample Evaluation and Entering an Evaluator's Sample

A.   Updating the Evaluation

Once an evaluation is created, you can update the evaluation record, if needed.

1. Select the Update option.

An Update dialog box will appear.
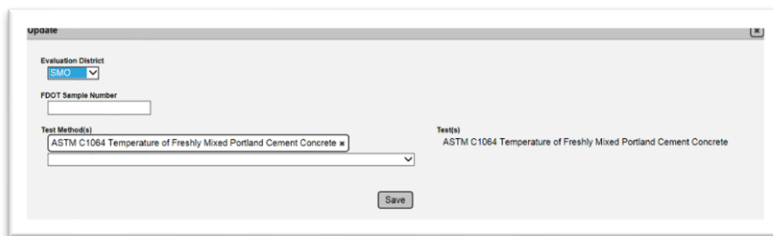
2. Update the fields as appropriate.
3. Select the Save option to save the updates.

You will receive a message that the evaluation was sucessfully updated.

B.   Updating Evaluation Emails
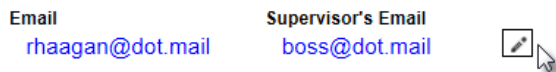
To update the email information on an evaluation:

1. Select the Update Emails icon (✏).

An Update Emails dialog box will appear.

2. Update either or both emails.
3. Select Save to save the updated emails.

You will receive a message the the emails were successfully updated.

Update Technician Emails was successful
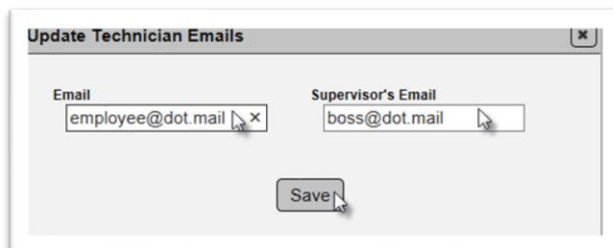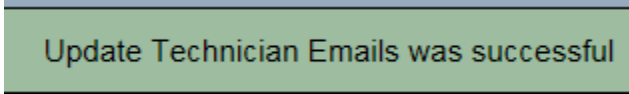
C.   Updating Sample Completed By Date

To update the Sample Completed By Date:

Update   Update Sample Completed By Date   Del

1. Select the Update Sample Completed by Date option.

The Update Sample Completed by dialog box will appear.

Update Sample Completed By Date ⊠

Samples Completed By Date

Save

2. **Sample Completed by Date** – set the deadline date the data entry person for the technician must enter the sample and test results.The date defaults to ten business days from the date the evaluation is created. The Sampeple Completed by Date can be revised until the QPR is generated. Once the QPR is generated, it will automatically fail and result in a strike.

D.   Deleting an Observation Evaluation
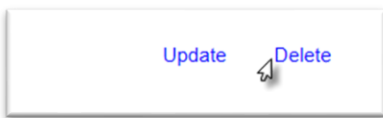
Update   Delete

1. Select the Delete option.

A Delete dialog box will appear.

Delete   ⊠

Are you sure you want to delete this Evaluation?
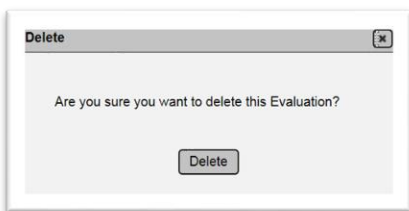
Delete

2. Select the Delete option to delete the evaluation record.

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

Delete Evaluation was successful

NOTE: *You cannot delete an evaluation record if you have generated a QPR*. This option will not appear if you have generated the QPR (Chapter 11 – Generating the Qualification Performance Report (QPR)).

E.   Entering the Evaluator's Sample and Test Data

The evaluator can navigate directly to the Evaluator Sample from the split evaluation. For instructions on the technician sample, see the SMO MAC website Sample Life Cycle information.

The IA Evaluator does **NOT** have to change from the system role of PMU to a company role to complete the data entry for the Evaluator's sample. From the evaluation, you can navigate directly to the sample record and enter the sample data without changing roles.

To navigate to the Evaluator's sample:

| Concrete Field Technician Level I | VT | R16310763 | Yes | craig@dot.com | mikeb@do |

FDOT Sample Number	Technician Sample	Evaluator Sample	Samples Complete
	1600014440 [Submitted for Lab Testing]	1600014441 [Submitted for Lab Testing]	8/22/2016

1. Select the sample hotlink under the Evaluator Sample label.
You will be navigated to the sample screen for the evaluator's sample.

The emails on the sample may be updated at this time. See B. Updating Evaluation Emails.
2. If the sample is a lab sample, you must acknowledge receipt of the sample to proceed.

a. Click on the Laboratory Information tab to expand it.

Status	Type	Date Sample Received	Comment	
Waiting on Receipt	Full			Acknowledge Sample Receipt

b. Select the Acknowledge Sample Receipt option.

An Acknowledge Sample Receipt dialog box will appear.

1. **Date Received** – enter the date the sample was physically received.
2. **Comments** – enter any comments, if desired.
3. Select the Save option to acknowledge the sample was received.

The sample status will be updated to Submitted for Lab Testing.

3. To perform data entry for all or some of the tests, select the Perform Multiple Tests option.

A dialog box will appear with all the available tests.

a. If you don't want to perform a test at this time, deselect if from the list. Deselecting it here does not remove it from the sample, just from the data entry at this time.

b. To perform the selected tests, enter the data in the test definition fields as appropriate.
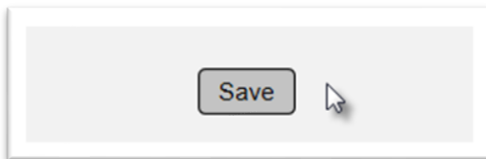
c. When all the entries are complete, select the Save option.
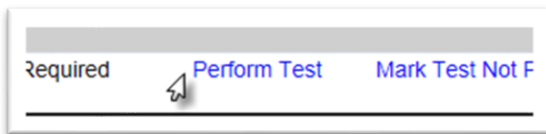
4. To enter one test, select the Perform test option.

a. Enter the appropriate test data.
b. Select the Save option to save the test data.
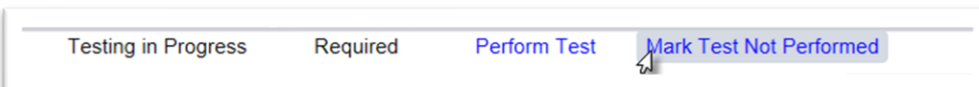
5. Select the Mark Not Test Performed option to indicate that a test was not performed.

A Test Not Performed dialog box will appear.
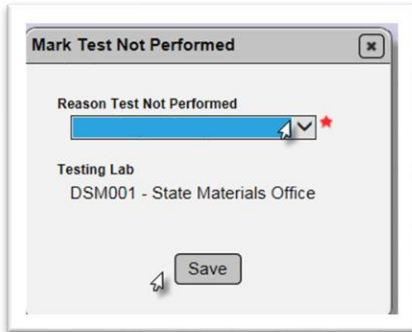
a. Select the reason the test was not performed from the dropdown list.
b. Select the Save option.
The test status will be updated to Test Not Performed with the reason selected.

6. When all the tests are completed or designated as not performed, the IA evaluator data entry person can finalize the sample.
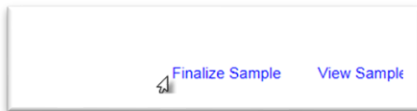
a. Review the data to ensure it is correct and complete. If not, make changes as needed.
b. Select the Finalize Sample option to finalize the IA evaluator's sample.

A dialog box will appear notifying you that finalizing the sample will end the sample life cycle.
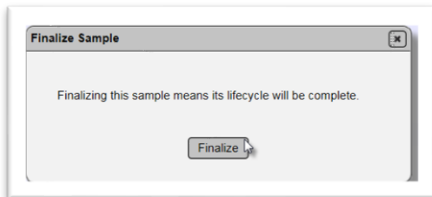
c. Select the Finalize option to continue.

You will receive a message that the sample was finalized successfully.

Chapter 8 – Creating an Observation/Split Sample Evaluation on a Laboratory Qualification Area

To create an observation/split evaluation on a laboratory qualification area; for example, Asphalt Plant Level 1:

1. Select the Evaluations menu option.
2. Select the Evaluations submenu option.

3. Select the Create Evaluation option.

A Create Evaluation dialog box will appear.

4. **Choose Evaluation Area** – select the IA Evaluation option.

The dialog box will expand to include a Qualification Area field. A ★ indicates a required field.

5. **Qualification Area** –to select the appropriate qualification area from the dropdown list, for example, Aggregate Testing Technician.

NOTE: Some technicians are qualified in more than one qualification area. Each evaluation is restricted to a single qualification area. If you want to evaluate a technician in more than one qualification area, you must perform each evaluation separately. This is because MAC assigns strikes to a technician for a specific qualification area if the evaluation is Unsatisfactory. See Chapter 16 – Managing Strikes.

The Evaluation Type selection field will appear.

6. **Evaluation Type** – select the IA Split/Observation option from the dropdown list.

7. **Evaluation District** – enter the District of the Evaluator.

NOTE: If the evaluation is being performed by an SMO Evaluator on an IA Evaluator, make sure you select the Evaluation District of SMO, not the Evaluatee's district.

8. **Lab Being Evaluated** – enter the Laboratory Id where the technician will perform the testing and the evaluation is located. If there is a failing test step on an equipment checklist, it will generate an LQPR for this laboratory.

9. **Evaluator** – enter the Evaluator's name or TIN. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate evaluator from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The evaluator must be qualified in the qualification area that was selected in step 3. If the evaluator is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Evaluator is not Qualified for this Qualification Area

10. **Evaluator Lab** – enter the Laboratory Id where the Evaluator will perform the testing.
11. **Evaluator's Company Different than Lab's** – after you type in the Evaluator's Lab, an indicator for sample custody will appear. If the IA Evaluator will be performing the testing at a Laboratory that does not belong to his company profile, select the Evaluator's Company Different Than Lab's indicator.

A new field will appear that will allow you to enter a company name.
12. **Evaluator's Company** – enter the Evaluator's company name. This will transfer the sample custody from the company of the lab in field #9 to the company in this field. The appropriate lab id where the testing occurred will be on the sample, but a user in the Evaluator's company (not users in the laboratory's company) will have access to enter the results.
13. **Technician's Company Different than Lab's** – after you type in the technician's Lab, an indicator for sample custody will appear. If the technician will be performing the testing at a Laboratory that does not belong to his company profile, select the Evaluator's Company Different Than Lab's indicator.
A new field will appear that will allow you to enter a company name.
14. **Technician's Company** – enter the Technician's company name. This will transfer the sample custody from the company of the lab in field #9 to the company in this field. The appropriate lab id where the testing occurred will be on the sample, but a user in the technician's company (not users in the laboratory's company) will have access to enter the results.
15. **Technician Type** – select the Technician Type. This selection assists with the required recipients when the report is generated.
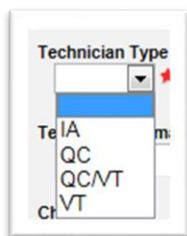
a. Select IA if an SMO IA evaluator is evaluating another IA evaluator.
b. Select QC when the technician being evaluated only performs QC sampling and/or testing.
c. Select QC/VT when the technician being evaluated performs both QC and VT sampling and/or testing.
d. Select VT when the technician being evaluated only performs Verification sampling and/or testing.
16. **Technician** – enter the name or TIN of the technician being evaluated. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate technician from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

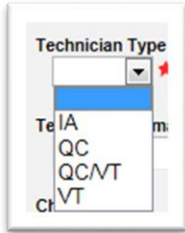| Technician Type	Technician		Is Technician Qualified?
QC ⌄	Susan Musselman [M24578064]	✖	No

NOTE: The technician must be qualified in the qualification area that was selected in step 3. If the technician is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

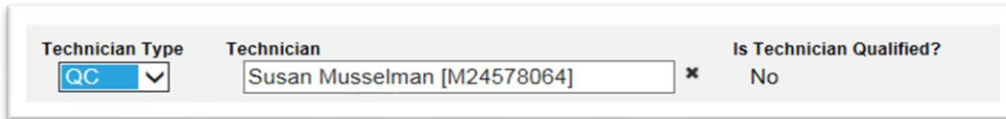**ERROR**: Technician is not Qualified for this Qualification Area

17. **Technician's Email** – enter the technician's email address. This field may be populated by the information in the CTQP database. If the field is populated, verify that the information is correct and current.
18. **Supervisor's Email** – enter the techncian's supervisor's email address.

NOTE: Verify that the email information is correct and complete before saving the evaluation. MAC will not send an email notification for undelivered emails.

Checklists
☐ Select All
☐ Aggregate - AASHTO T 21 - Organic Impurities in Fine Aggregate for Concrete [Equipment]
☐ Aggregate - AASHTO T 21 - Organic Impurities in Fine Aggregate for Concrete [Procedure]
☐ Aggregate - AASHTO T 255 - Total Moisture Content of Aggregate by Drying [Equipment]
☐ Aggregate - AASHTO T 255 - Total Moisture Content of Aggregate by Drying [Procedure]
☐ Aggregate - AASHTO T 27 - Sieve Analysis of Fine and Coarse Aggregate [Equipment]
☐ Aggregate - AASHTO T 27 - Sieve Analysis of Fine and Coarse Aggregate [Procedure]
☐ Aggregate - FM 1-T 002 - Sampling Aggregates [Procedure]
☐ Aggregate - FM 1-T 011 - Total Materials Finer than 75-μm No. 200 Sieve [Equipment]
☐ Aggregate - FM 1-T 011 - Total Materials Finer than 75-μm No. 200 Sieve [Procedure]
☐ Aggregate - FM 1-T 084 - Specific Gravity and Absorption of Fine Aggregate [Equipment]
☐ Aggregate - FM 1-T 084 - Specific Gravity and Absorption of Fine Aggregate [Procedure]
☐ Aggregate - FM 1-T 085 - Specific Gravity and Absorption of Coarse Aggregate [Equipment]
☐ Aggregate - FM 1-T 085 - Specific Gravity and Absorption of Coarse Aggregate [Procedure]
☐ Aggregate - FM 1-T 248 - Reducing Aggregate Samples to Testing Size [Equipment]
☐ Aggregate - FM 1-T 248 - Reducing Aggregate Samples to Testing Size [Procedure]

19. Select the appropriate checklists from the master list. Clicking on the Select All option selects all the checklists. This may be helpful if most of the checklists will be used. You may Select All and then deselect the ones not being used. Checklists may also be selected individually as appropriate.

20. **FDOT Sample Number** – if there is an FDOT Sample Number, enter it here. It is not required, but providing a unique FDOT Sample Number assists the technician with searching for the sample.

21. **Test Method(s)** – select the test methods that will be evaluated by the split sample.

22. **Test(s)** – select the appropriate test definitions. This will assign the actual tests for data entry on the sample.

23. **Comment** – if desired, you can enter comments in the comments field. These will not appear on the QPR.

24. You may also attach a document to the evaluation.
a. Type in a description of the document, if desired.
b. Click on the Select File option under Supporting Document.

The Open dialog box will appear.

c. Navigate to the location where the document is stored.

d. Click on the document to select it.

e. Select the Open option to upload the document to the evaluation.

The document will appear as attached to the evaluation.

f. If you wish to add another document, Click on the + by the Add Another Document option and repeat the steps.

25. Select the Save option to create the evaluation.

You will receive an message that the evaluation was successfully created.

Chapter 9 – Creating an Observation/Split Sample Evaluation on a Field Qualification Area

To create an observation/split evaluation on a field qualification area; for example, Asphalt Roadway Level 1:

1. Select the Evaluations menu option.
2. Select the Evaluations submenu option.

3. Select the Create Evaluation option.

A Create Evaluation dialog box will appear.

4. **Choose Evaluation Area** – select the IA Evaluation option.

The dialog box will expand to include a Qualification Area field. A ★ indicates a required field.

5. **Qualification Area** –to select the appropriate qualification area from the dropdown list, for example, Aggregate Testing Technician.

NOTE: Some technicians are qualified in more than one qualification area. Each evaluation is restricted to a single qualification area. If you want to evaluate a technician in more than one qualification area, you must perform each evaluation separately. This is because MAC assigns strikes to a technician for a specific qualification area if the evaluation is Unsatisfactory. See Chapter 16 – Managing Strikes.

The Evaluation Type selection field will appear.

6. **Evaluation Type** – select the IA Split/Observation option from the dropdown list.

7. **Evaluation District** – enter the District of the Evaluator.

NOTE: If the evaluation is being performed by an SMO Evaluator on an IA Evaluator, make sure you select the Evaluation District of SMO, not the Evaluatee's district.

8. This field is the Technician's Sample Company. Enter the company name of the company that employs the evaluated technician.

9. **Evaluator** – enter the Evaluator's name or TIN. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate evaluator from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The evaluator must be qualified in the qualification area that was selected in step 3. If the evaluator is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Evaluator is not Qualified for this Qualification Area

10. **Technician Type** – select the Technician Type. This selection assists with the required recipients when the report is generated.

a. Select IA if an SMO IA evaluator is evaluating another IA evaluator.
b. Select QC when the technician being evaluated only performs QC sampling and/or testing.
c. Select QC/VT when the technician being evaluated performs both QC and VT sampling and/or testing.
d. Select VT when the technician being evaluated only performs Verification sampling and/or testing.

11. **Technician** – enter the name or TIN of the technician being evaluated. This is a search field that retrieves matching CTQP records based on a minimum of 3 characters. The more characters you provide, the shorter the list. Select the appropriate technician from the list to populate the field.

MAC will check to see if the TIN entered is qualified in the qualification area selected.

NOTE: The technician must be qualified in the qualification area that was selected in step 3. If the technician is not qualified in the qualification area, you will not be able to perform the evaluation in MAC. You will receive an error message:

ERROR: Technician is not Qualified for this Qualification Area

12. **Technician's Email** – enter the technician's email address. This field may be populated by the information in the CTQP database. If the field is populated, verify that the information is correct and current.
13. **Supervisor's Email** – the techncian's supervisor's email address.

NOTE: Verify that the email information is correct and complete before saving the evaluation. MAC will not send an email notification for undelivered emails.

Checklists

☐ Select All
☐ Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Equipment]
☐ Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete [Procedure]
☐ Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Equipment]
☐ Concrete - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete [Procedure]
☐ Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Equipment]
☐ Concrete - ASTM C143 - Slump of Hydraulic Cement Concrete [Procedure]
☐ Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Equipment]
☐ Concrete - ASTM C172 - Sampling Freshly Mixed Concrete [Procedure]
☐ Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Equipment]
☐ Concrete - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method [Procedure]
☐ Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Equipment]
☐ Concrete - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method [Procedure]
☐ Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Equipment]
☐ Concrete - ASTM C31 - Making and Curing Concrete Test Specimens in the Field [Procedure]
☐ Concrete - FM 5-501 - Water Cementitious Ratio [Procedure]

14. Select the appropriate checklists. Clicking on the Select All option selects all the checklists. This may be helpful if most of the checklists will be used. You may Select All and then deselect the ones not being used. Checklists may also be selected individually as appropriate.

15. **FDOT Sample Number** – if there is an FDOT Sample Number, enter it here. It is not required, but providing a unique FDOT Sample Number assists the technician with searching for the sample.
16. **Test Method(s)** – select the test methods that will be evaluated by the split sample.
17. **Test(s)** – select the appropriate test definitions. This will assign the actual tests for data entry on the sample.

18. **Comment –** if desired, you can enter comments in the comments field. These will not appear on the QPR.

19. You may also attach a document to the evaluation.
a. Type in a description of the document, if desired.
b. Click on the Select File option under Supporting Document.

The Open dialog box will appear.

c. Navigate to the location where the document is stored.
d. Click on the document to select it.
e. Select the Open option to upload the document to the evaluation.
The document will appear as attached to the evaluation.
f. If you wish to add another document, Click on the + by the Add Another Document option and repeat the steps.

20. Select the Save option to create the evaluation.

You will receive an message that the evaluation was successfully created.

Chapter 10 – Performing an Observation/Split Sample Evaluation

Performing the Observation/Split sample evaluation is a combination of the functions for the observation evaluation and the split sample evaluation. Follow the Observation instructions in Chapter 4 – Performing an Observation Evaluation on a Field or Laboratory Technician. Follow the Split Sample Instructions in Chapter 7 – Performing a Split Sample Evaluation and Entering an Evaluator's Sample.

Chapter 11 – Generating the Qualification Performance Report (QPR)

For Observation and Observation/Split evaluations, when all the checklists are submitted and have a status of either Pass or Fail, you will see an option to generate the Qualification Performance Report (QPR). For split evaluations, when both samples are finalized or the Sample Completed By Date has passed, you will see an option to generate the QPR.

If the evaluation is for a laboratory qualification and it includes equipment failures, you will be generating a QPR and an LQPR at the same time.
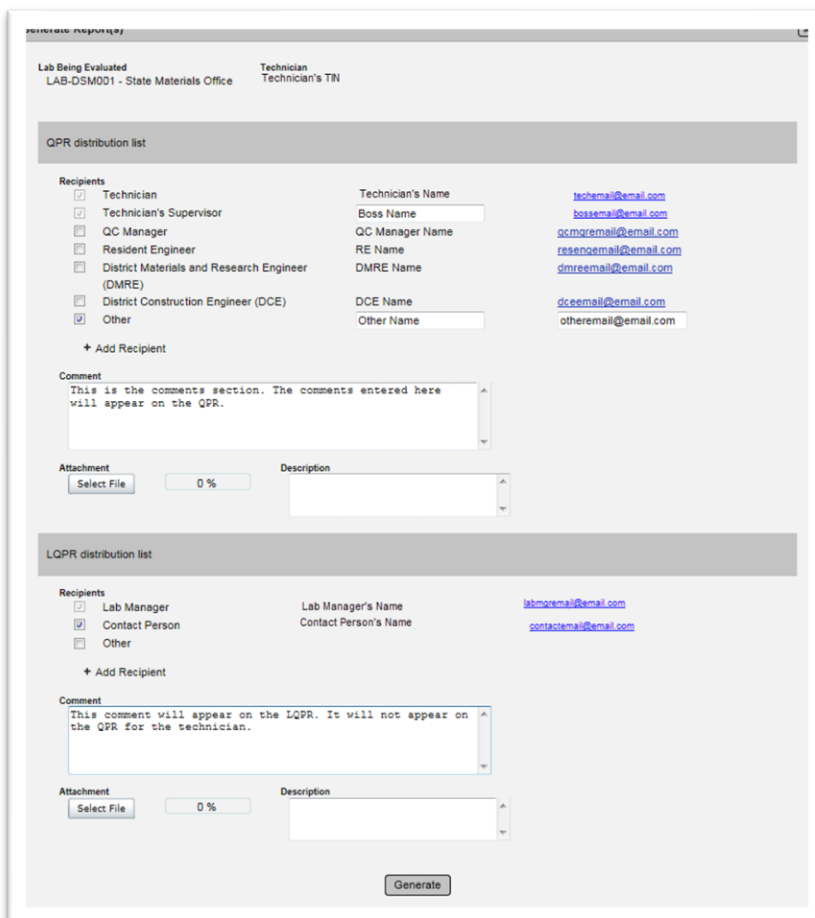
A.   Generating the QPR
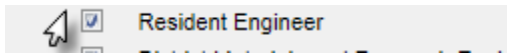
NOTE: ***Once a QPR is generated it CANNOT be deleted. Some key fields cannot be updated. Make sure all data is correct before you generate the QPR.***

1. Select the Generate Report(s) option.
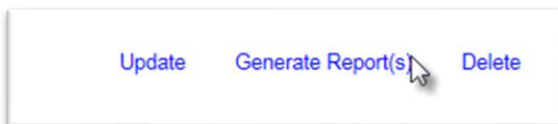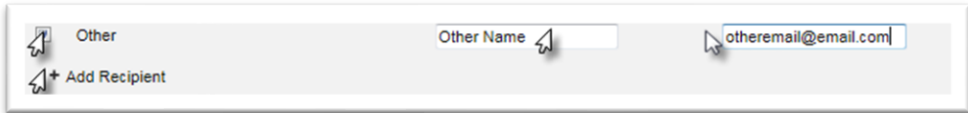
The Generate Report(s) dialog box will appear.
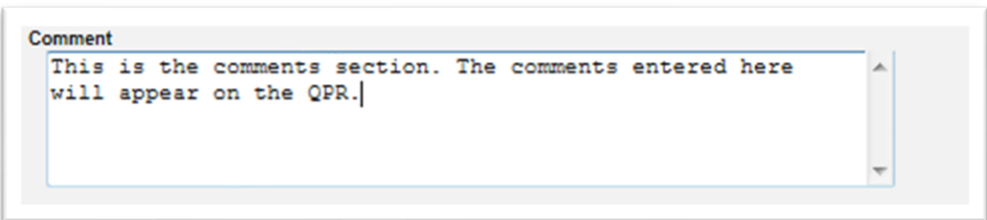
2. Complete the QPR distribution list. The distribution list is generated by the Technician Type selection on the evaluation. It may overridden by deselecting the checkbox next to the the title.
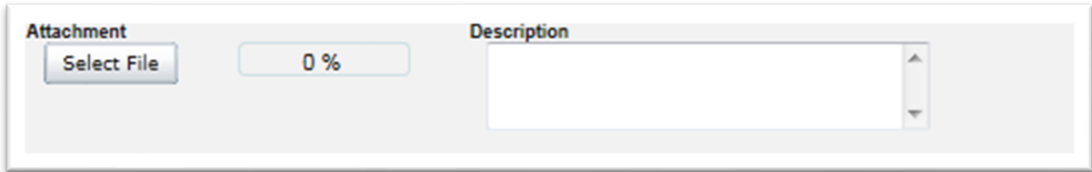
3. If there are additional recipients, the Other field may be used to add the name and email of the recipient.

4. If more than one Other recipient is needed, click on the + next to the Add Recipient option to provide additional fields for names and emails.

5. **Comment** – enter comments that you want to include in the QPR in this comments section. The comments you entered on the checklist(s) will not appear on the QPR. Only the comments entered in this comment field will appear on the QPR.

6. If you would like to include an attachment to the QPR, use the Select File option to navigate to the doucment and the Description field, desired.

7. If the qualification area includes a Lab Id, an LQPR will also be generated. Complete the LQPR recipients.

```
Comment                                                    87 of 2000
This comment will appear on the LQPR. It will not appear on ▲
the QPR for the technician.                                 ▼
```

8. **Comments** – enter comments that you want to include in the LQPR in this comments section.


```
Attachment                    Description
[Select File]      0 %
```

9. If you would like to include an attachment to the LQPR, use the Select File option to navigate to the doucment and the Description field, desired.


```
[ Generate ]
```

10. To generate the QPR and LQPR (if applicable) and send to designated recipients, select the Generate option.

You will receive a message that the QPR was successfully generated.

```
Generate Report(s) was successful
```

B.   Viewing a QPR

Once the QPR has been generated and sent to the email addresses on the distribution list, you may view it.

Evaluation Status	Date	QPR Status	QPR	LQPR Status	LQPR	Previously Generated Reports	Attachments
n Progress	11/17/2014						
Report Generated	11/17/2014	Satisfactory	11/17/2014	Not Required			
n Progress	11/17/2014						

1. Select a specific QPR by clicking on the date the QPR was issued.

A dialog box will appear to generate or save the report.
2. Select the Open option to view the report as a pdf.

```
Do you want to open or save QPR.pdf (29.1 KB) from fdotews1.dot.state.fl.us?    [ Open ] [ Save ▼ ] [ Cancel ] ×
```

The Report will appear.

Checklists with all steps passing will only have the checklist title and the status of PASS. Checklists with any failing steps will appear with a status of FAILED and the actual failing steps will be listed under the checklist title.

The comments entered on the QPR Generate Report(s) comment box will also appear on the QPR.

C.   Resending an Existing QPR

If you missed a recipient or made an error in a recipient's email, use the Resend option to resend the QPR. This resends the QPR as it is without any changes to the report or evaluation.

1. Select the Resend Report(s) option.

A Resend Reports dialog box will appear.
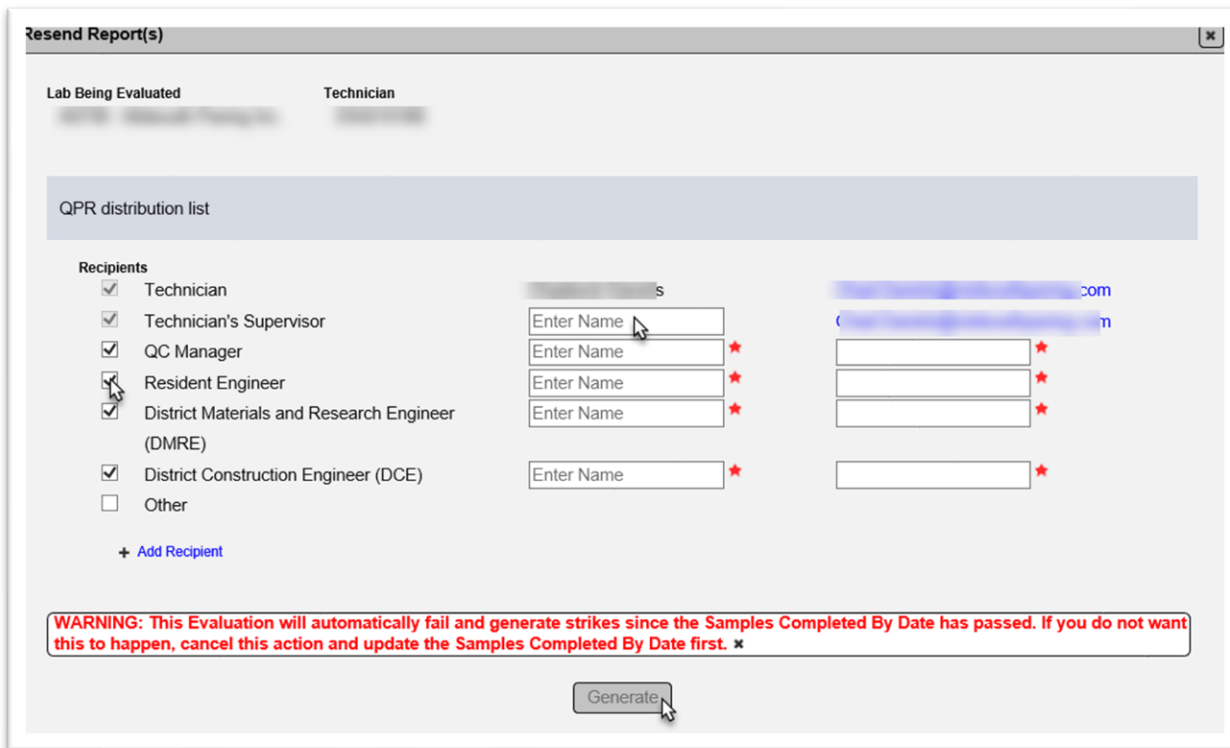
2. Make changes to the distribution list as needed.
3. Select the Generate option to resend the existing report.

NOTE: Pay attention to warnings when resending the report. This Evaluation was successful, but because the Resend option was selected after the Sample Completed by Date, the technician will receive a strike. Dismiss the message. Close the Resend Report option. Update the Date Samples Completed By Date.

D.   Revising an Existing QPR

Once you have generated the QPR, MAC will distribute it to the recepients. If the report needs to be revised for any reason, the QPR must be regenerated and redistributed so that the original recipients have the latest version of the report.

NOTE: Once a QPR is generated, it CANNOT be deleted. There are certain fields that are not currenlty open for revision. Do NOT select the Open Evaluation option unless you need to revise the QPR after it has been generated. To simply view a generated QPR without revising it, see B. Viewing a QPR.

1. Select the Open Evaluation option.

A warning dialog box will appear. The intent of this message is to inform you that if you made comments or attached any documents in the Generate Report(s) for the original QPR, they will be lost. You must reenter them or reattach them if they still apply. ***This is a reminder that you are revising an existing official record that has already been generated and sent.***
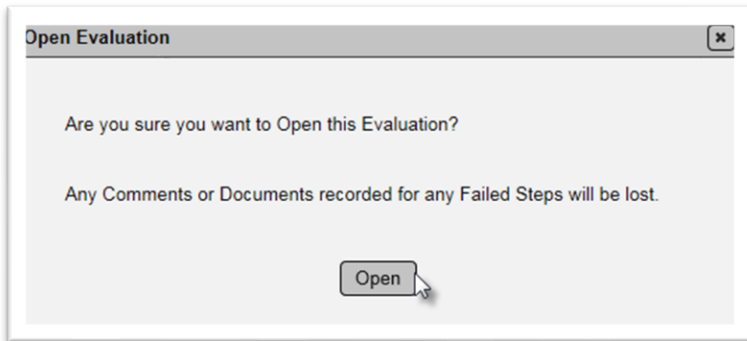
2. If you are sure you need to revise the QPR, select Open.

The evaluation returns to a status of "In Progress".

3. Make changes to checklists, etc. to revise the evaluation.
4. When you have completed all the revisions, select the Submit option.

5. Select the Generate Report(s) option to generate the revised QPR.

The Generate Report(s) dialog box will appear.

6. Complete the dialog box as described in <u>A. Generating the QPR</u>. If there were comments or documents on the original report and they still apply you must reenter them.

The new report will be listed in the Report History tab.
7. Click on the Report History tab to expand it.

8. Select the revised report by clicking on the date.

Evaluation Status	Date	QPR Status	QPR	LQPR Status	LQPR	Previously Generated Reports	Attachments
In Progress	11/26/2014						
Report Generated	11/26/2014	Unsatisfactory	11/26/2014	Not Required			DRAFT IA FLOW for JAR-2.pdf
In Progress	11/26/2014						
Report Generated	11/26/2014	Unsatisfactory	11/26/2014	Not Required			

The report will be downloaded.
9. Select Open to view the revised report.

The report header will reflect the QPR is revised.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
QUALIFICATION PERFORMANCE REPORT

(Revised)

MAC Evaluation ID:	0000000101	Evaluation Type:	IA Observation
Tech Name:			
Active in District:			
Date(s) of Evaluation:	11/26/2014	Qualification Area Reviewed:	Concrete Field Technician Level I
Evaluation Status:	Unsatisfactory		

| Checklist: ASTM C1064 | PASS |
| Checklist: ASTM C1064 | FAILED |

Chapter 12 – Creating a Proficiency Sample Evaluation by the State Materials Office

The SMO is responsible for initiating the proficiency sample evaluation packages. MAC is designed so that all the samples in an evaluation are packaged together. This is so that the samples can be analyzed together.

A.   Creating the Proficiency Sample Package

To create a proficiency sample evaluation:
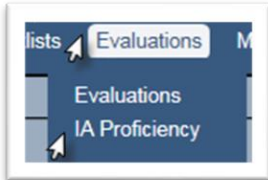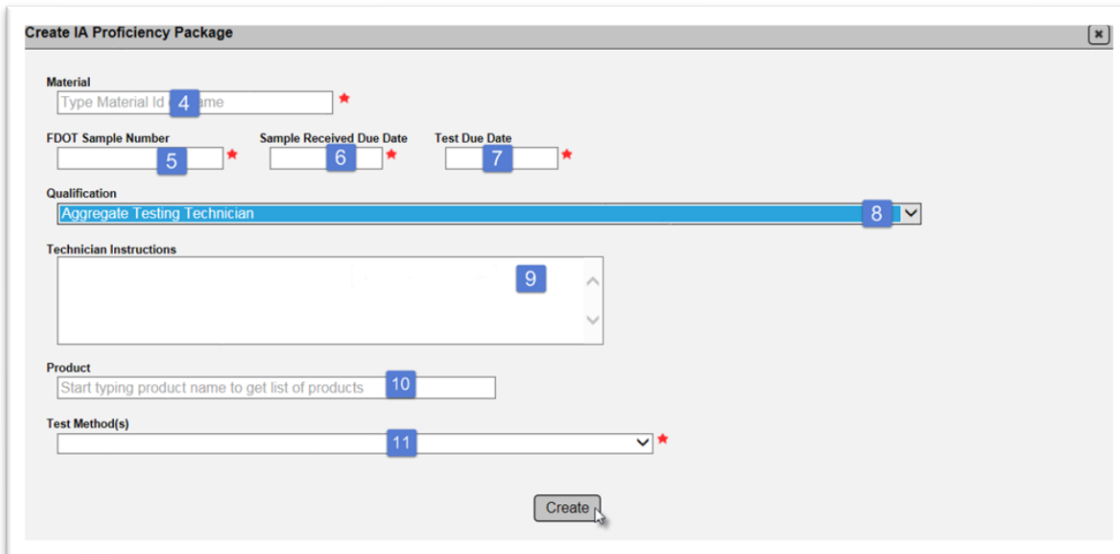
1. Select the Evaluations menu option.
2. Select the IA Proficiency option.

3. Select the Create IA Proficiency Package option.

A Create IA Proficiency Sample Package dialog box appears.

4. **Material** – enter the Material for the proficiency, for example, 901 for aggregate, 334 for asphalt, etc.
5. **FDOT Sample Number** – enter the FDOT Sample Number.
6. **Sample Received Due Date** – enter the sample received due date.

7. **Test Due Date** – enter the test due date. This date cannot be before the sample received due date.

8. **Qualification Area** – select the Qualification area. This will cause the Test Methods field to appear.

9. **Technician Instructions** – enter technician instructions. These instructions will display on **all** sample logins.

10. **Product** – some materials, like aggregate, require a product code to complete the tests. Enter a product code if it is a material that needs one.

11. **Test Method(s)** – select the test methods that will be evaluated. These test methods are the ones that are associated with the qualification that was selected above.

Once a test method has been selected, you will be able to select the specific test definitions and test questions.

12. **Test** – select the appropriate test definition in the test field.
The Question(s) field will appear.

13. **Test Questions** – select the test question(s) from the test definition that MAC will apply the proficiency sample analysis.

14. **+ Add Another Test** – if another test needs to be added, select the Add Another Test option. Continue until all test definitions and test questions are selected.

15. Select the Create option to create the proficiency sample evaluation.
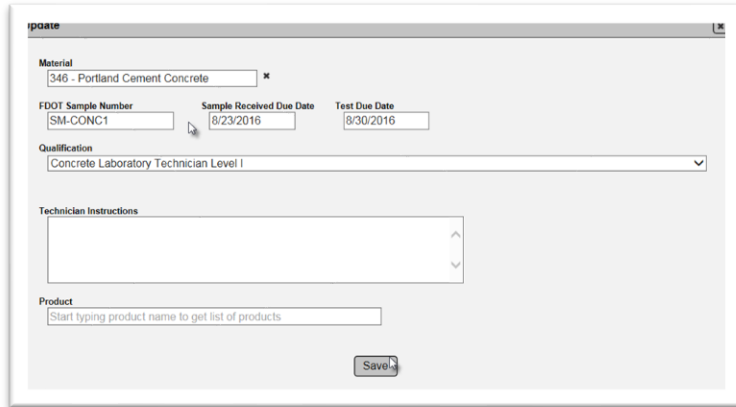
B.   Updating a Proficiency Sample Package

To update an already created proficiency sample package:

1. Select the Update option.

An Update dialog box will appear.

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

You will receive a message that the proficiency sample package was successfully updated.

Update IA Proficiency Package was successful
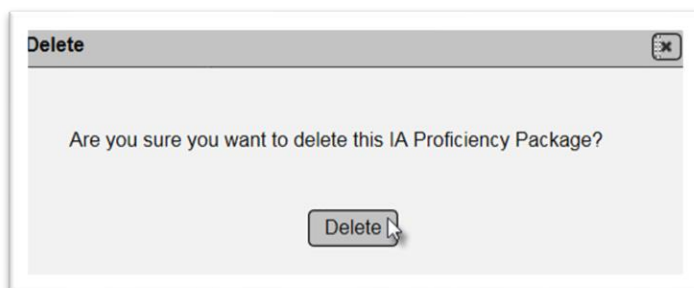
C.   Deleting a Proficiency Sample Package

To delete a proficiency sample package:
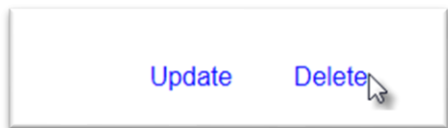
1. Select the Update option.

A Delete confirmation dialog box will appear.

2. Select the Delete option to delete the package.

NOTE: Once testing has begun (the SMO selects the Begin Testing option), a package cannot be deleted.

D.   Updating Tests and Questions

To update the tests and questions:

Tests [1]

1. Click on the Tests tab to expand it.

Update Tests/Questions
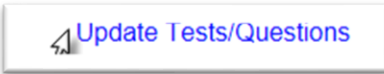
2. Select the Update Tests/Questions option.

An Update Tests/Questions dialog box will appear.
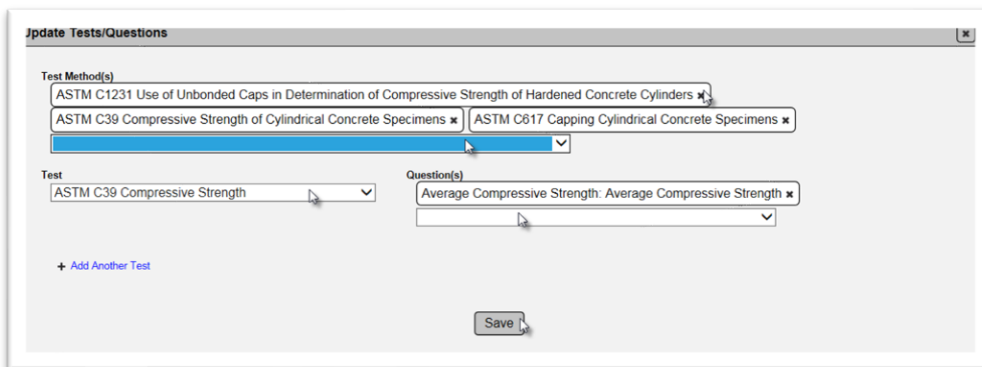
3. To remove existing tests, click on the X next to the test.
4. To add tests, select them from the dropdown list.
5. To add test questions:
a. Click on the test from the dropdown.
b. Select the test question from the Question(s) dropdown.
6. To delete existing questions, click on the X next to the question.
7. Select Save when all changes have been made.

You will receive a message that the update was successful.

Update IA Proficiency Package Tests was successful

E.   Uploading Documents to the Proficiency Sample Package

To upload a document to the package:
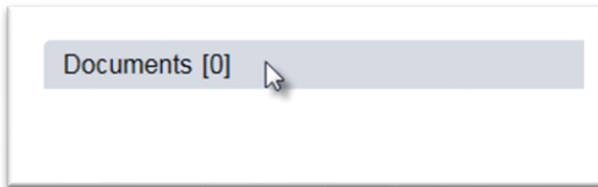
1. Click on the Documents tab to expand it.
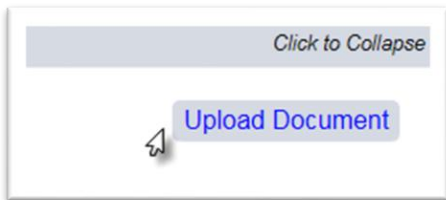
2. Select the Upload Document option.

An Upload Document dialog box will appear.
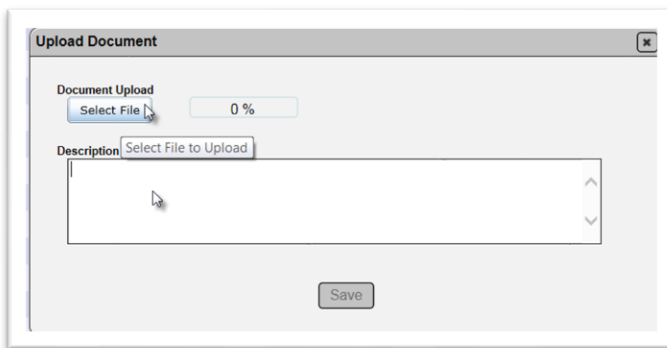
3. Click on the Select File option to navigate to the file location.

An Open Dialog box will appear.
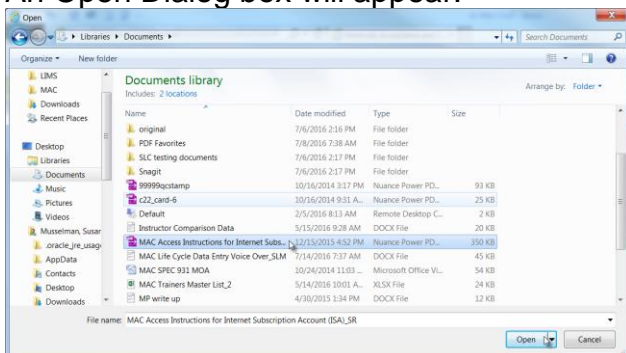
4. Click on the file to select it.
5. Select the Open option.

The Upload Document dialog box will reappear indicating that the upload is 100% complete.
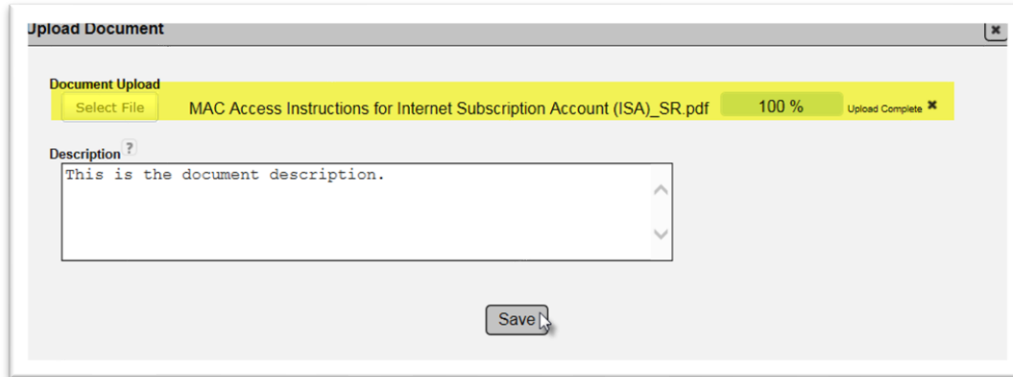
6. Enter any description, if desired.
7. Select the Save option to save the uploaded document in the system.

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

Add Document to IA Proficiency was successful

F.　　Viewing Uploaded Documents, Updating the Document Description and Deleting Uploaded Documents

To view an uploaded document:
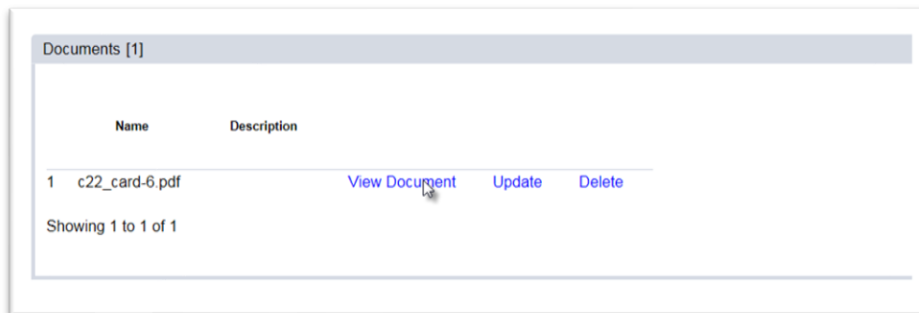
1. Select the View Document option next to the document you want to view.

Do you want to save **list.pdf** (2.68 KB) from **fdotews1.dot.state.fl.us**?　　Save　▼　Cancel　×

2. Select Save to continue the download and view the document.

The list (2).pdf download has completed.　　Open　▼　Open folder　View downloads　×

3. Select Open to open the download.

The document will be opened in the file format in which is was saved; for example, pdf.

To Update the document description:

Documents [1]

	Name	Description			
1	c22_card-6.pdf		View Document	Update	Delete

Showing 1 to 1 of 1
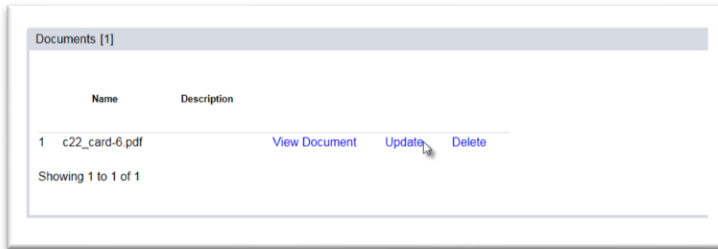
1. Select the Update option next to the document you want to update.

An Update dialog box willl appear.

Update [×]

Document Name
c22_card-6.pdf

Description ?   34 of 200

This only updates the description.
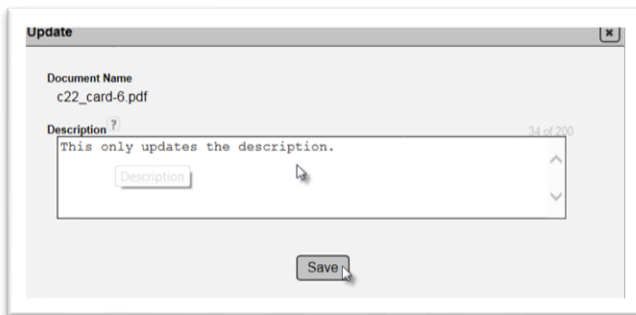
Description

Save

2. Update the description.
3. Select the Save option to save the new description.

You will receive an error message that the desription was successfully updated.

Update IA Proficiency Document was successful

To delete a document:

Documents [1]

	Name	Description			
1	c22_card-6.pdf		View Document	Update	Delete

Showing 1 to 1 of 1
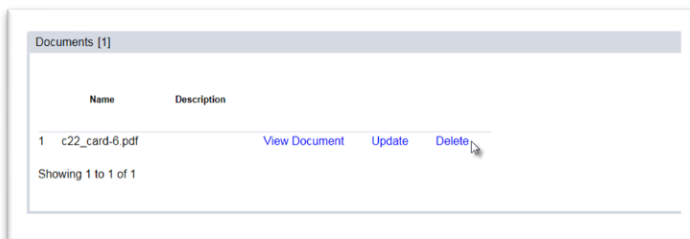
1. Select the Delete option next to the document you want to delete.

A Delete dialog box will appear.

Delete

Are you sure you want to delete this document?
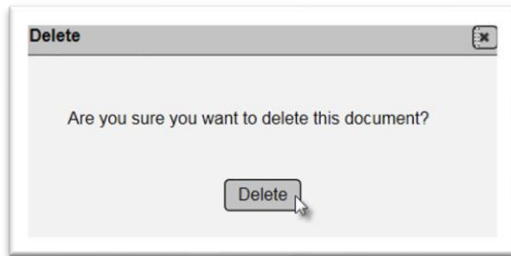
Delete

2. Select the Delete option to delete the document.

You will receive an error message that the document was successfully deleted.

Remove Document from IA Proficiency was successful

Chapter 13 – Setting up Labs and Technicians (DMROs and SMO)

Once the SMO has initiated the proficiency sample package, the next step is for DMRO and SMO (if needed) to add laboratories and technicians.

A.   Opening an Existing Proficiency Sample Package

1. From the menu, select the Evaluations option.
2. Select IA Proficiency from the submenu.
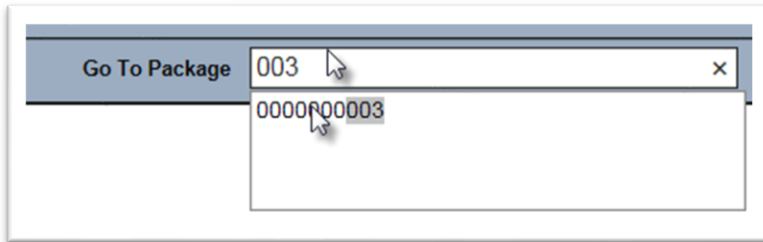
3. If you know the Evaluation Id of the IA proficiency package, enter it in the GoTo Package field.
4. Select the appropriate package id from the list.

You will be navigated to the IA proficiency package.

4. If you don't know the Evaluation Id, select the Search option to search for an IA proficiency package.

A search screen will appear at the top of the page.

5. Enter the search criteria to narrow down the list. MAC will indicate the number of results that meet the provided search criteria.
6. Select Search to perform the search.

A list of the search results will appear below the Search option.

7. Click on the row of the IA proficiency package to navigate to that package.

B.   Adding a Contact Person

A contact person for the district must be added before the technicians can be entered.
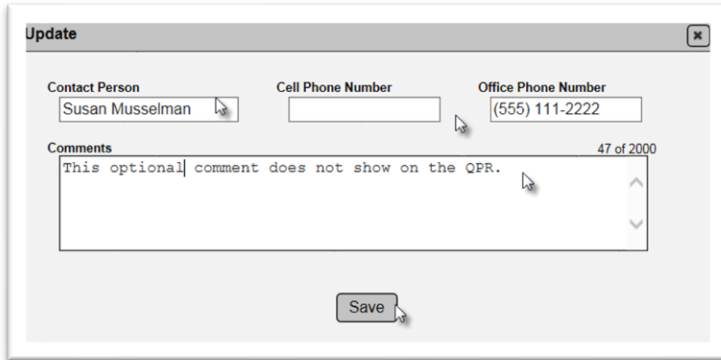
1. Click on the District Tab to expand it.
2. Select the Update option.

An Update dialog box will appear.

3. **Contact Person** – enter the name and one phone number (only one is required) of the contact person. This information is required to open the process for adding technicians. The contact person is DMRO or SMO person responsible for coordinating the distribution of the proficiency samples.
4. **Comment** – add a comment, if desired.
5. Select the Save option.

C.   Setting up Technicians and Labs
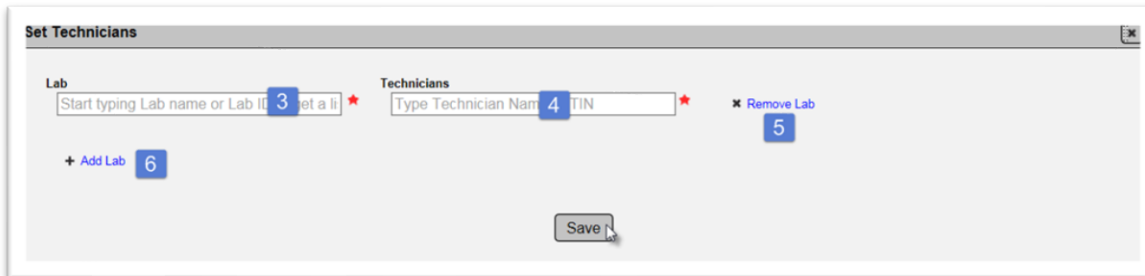
Once the contact person is added, the page level action to set the technicians becomes available.

1. Click on the Technicians tab to expand it.
2. Select the Set Technicians option.

A Set Technicians dialog box will appear.

3. **Lab** – enter the Lab Id of the first technician(s).
4. **Technicians** - enter the technician(s) at that lab.
5. **x Remove Lab** – to remove a lab from the entry, select the X next to the Remove Lab option.
6. **+ Add Lab** – to add another lab, select the + next to the Add Lab option. A new row will appear to add another lab and additional technician(s). Repeat until all labs and technicians are entered.
7. Select Save to save the entry.
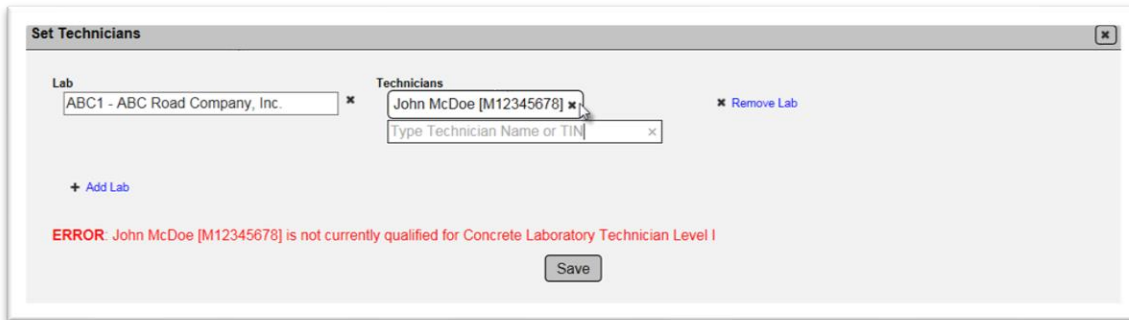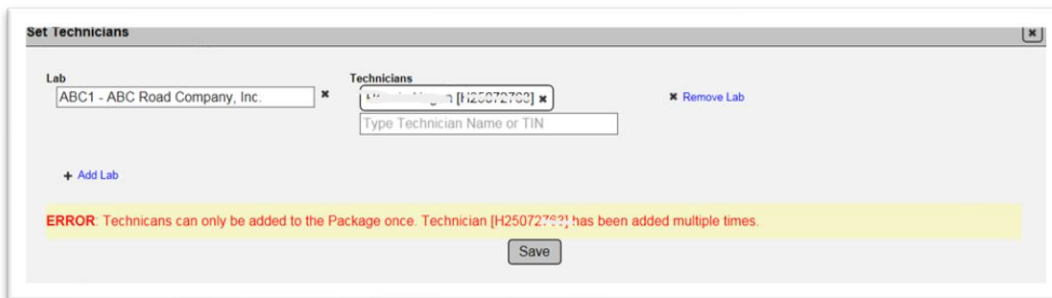
If a technician is not qualified in the qualification area, you will receive an error message when you select the Save option.

8. Click on the X next to the technician's name and TIN to remove the entry.

A technician cannot be included in more than one district. If a district enters a technician already entered on another district, you will receive this error message when you select the save option.

If there are no unqualified or duplicated technicians, you will receive a message that the package was updated successfully.

Update IA Proficiency Package District Info was successful

D.   Revising the Technician's Company

For some qualification areas, like Asphalt Plant Level 1, the verification technicians may be performing the testing in a QC laboratory. Like the Split and Observation Split evaluations, you can revise the technician's company after completing the steps in C. Setting up Technicians and Labs.

1. Click on the Technicians sub tab to expand. It.
2. Select the Update Lab/Company option for the technician who needs to have a different company than the laboratory's company enter the test results.

An Update Lab/Company dialog box will appear.

3. **Use a different Company than the Lab's Company** – select the Use a different Company than the Lab's Company option.

A Company field will appear.
4. **Company** – enter the company that will perform the data entry for the technician.
5. Select the Save option.
6. Repeat for any other technicians in other labs in your district.
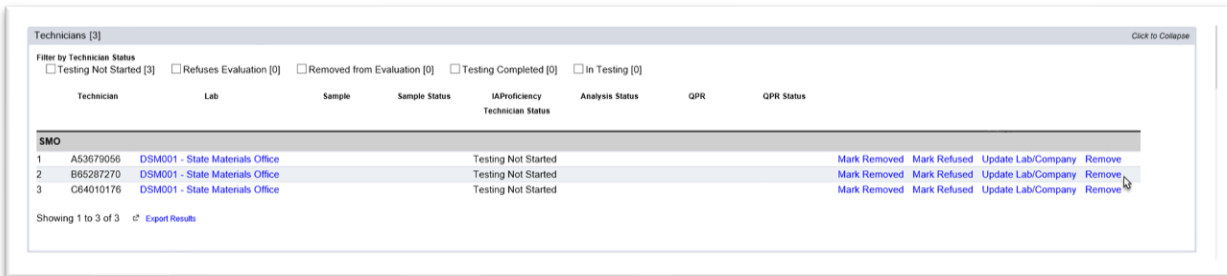
E.   Adding Documents to the District Tab

The DMROs can add district specific documents to their tab. Follow the document instructions found in Chapter 12, E. Uploading Documents to the Proficiency Sample Package.

Once all the DMROs have completed setting up technicians and labs, the SMO can initiate the sample testing phase. Technicians cannot be added to the proficiency sample package once the SMO begins the testing.

F.   Removing Technicians before SMO Initiates Testing

Before the SMO initiates the testing, there is a Remove option for the technician. Selecting the Remove option removes the technician as if they were never entered on the package.

1. Select the Remove option on the row of the technician that you want to remove.

A Remove dialog box will appear.

2. Select the Remove option.

The technician will be removed from the tab and the evaluation package.

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

NOTE: After testing is initiated, this option is no longer available and the technician must be accounted for in the package analysis. See Chapter 15, A. Removing a Technician from the Proficiency Sample Package.

Chapter 14 – Initiating Proficiency Sample Testing

The SMO must initiate the sample testing phase for technicians to be able to enter test results. The SMO's Begin Testing option will not show until at least 3 technicians are listed on the proficiency sample package. The SMO will communicate with the DMROs outside of MAC to determine if the DMROs have completed setting technicians before Begin Testing is initiated.

NOTE: Once SMO has begun testing, technicians cannot be added to the proficiency evaluation package.

To initiate sample testing:
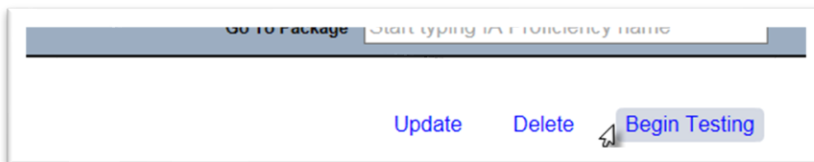
1. Select the Begin Testing option.

A Begin Testing dialog box will appear.
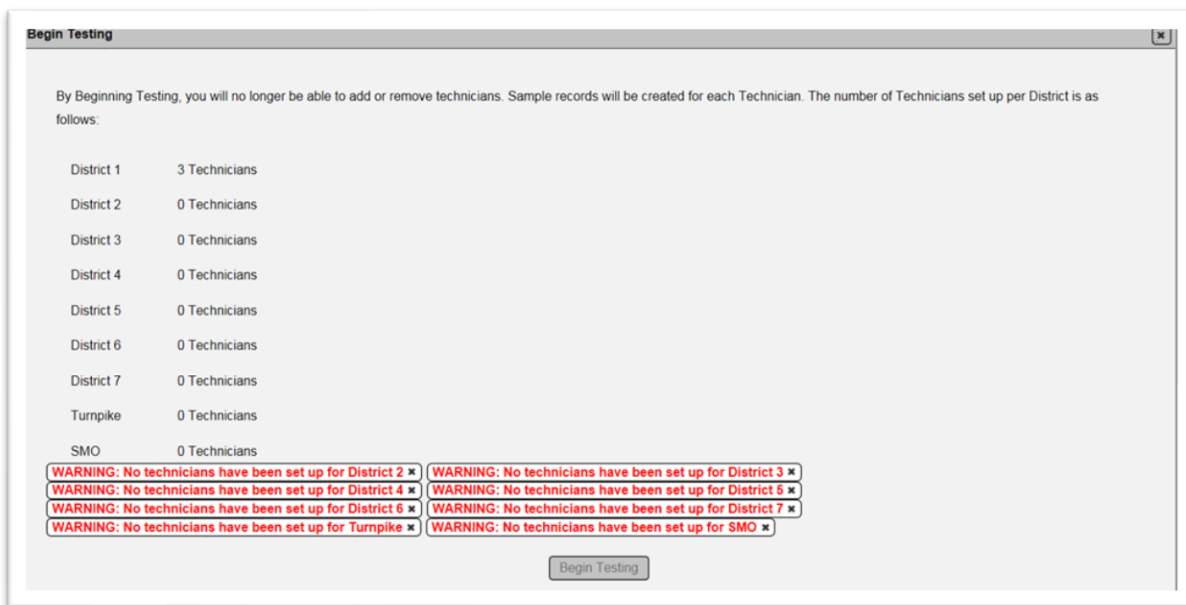
If DMROs have not set technicians, there will be a warning message that must be acknowledged before the Begin Testing option is activated. If any such warning messages appear:

2. Click on the x next to the warning.

:hnicians
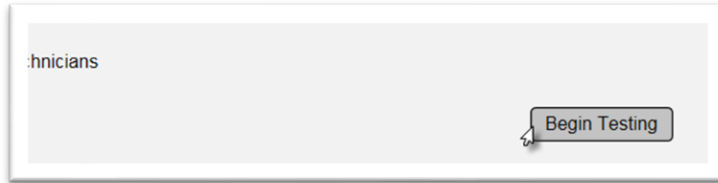
Begin Testing

3. When all the warning messages are acknowledged, select the Begin Testing option.

The proficiency evaluation package status will change to Samples Generated.

You will receive a message that the testing was begun successfully.

Begin Sampling IA Proficiency Package was successful

Chapter 15 – Removing Technicians, Marking Technicians as Removed or Refused

A.   Removing a Technician from the Proficiency Sample Package

1. Click on the District tab to expand it.
2. Click on the Technicians sub-tab to expand it.

3. Select the Mark Removed option next to the technician you want to remove.

A Marked Removed Removal Reason dialog box will appear.

4. **Removal Reason** – select the appropriate reason from the dropdown list. If the list of standard responses does not cover the removal reason, select Other.

5. **Removal Reason Other Test** – if Other is selected, you must provide a removal reason in the Removal Reason Other Text field.

6. Select Save to mark the technician as removed.

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

Mark IA Proficicency Tech Removed was successful

B.   Marking a Technician as Refused

1. Click on the District tab to expand it.
2. Click on the Technicians sub-tab to expand it.

3. Select the Mark Refused option next to the technician you wish to designate as refusing to participate.

The technician record will be highlighted and the status will change to Refuses Evaluation.
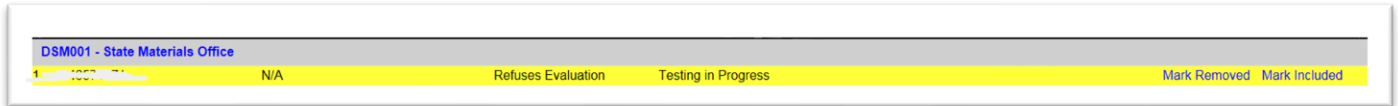
NOTE: Technicians marked as refused will receive an unsatisfactory QPR.

C.   Including a Removed or Refused Technician

If a technician is inadvertently marked as removed or refused, the action can be undone.
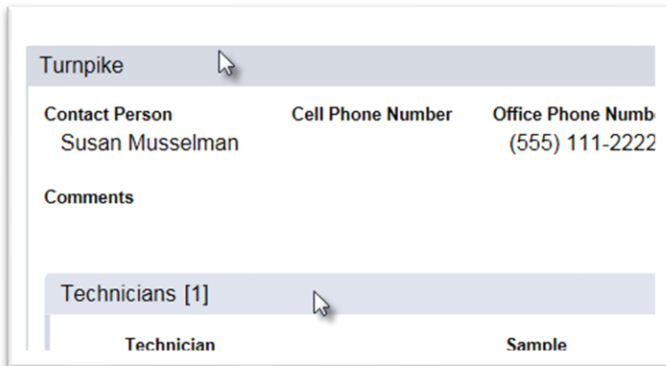
1. Click on the District tab to expand it.
2. Click on the Technicians sub-tab to expand it.

On technicians that have been marked removed or refused, an option to mark included will appear.

3. Select the Mark Included option.

The technician record will be highlighted and the status will change to Submitted for Lab Testing.
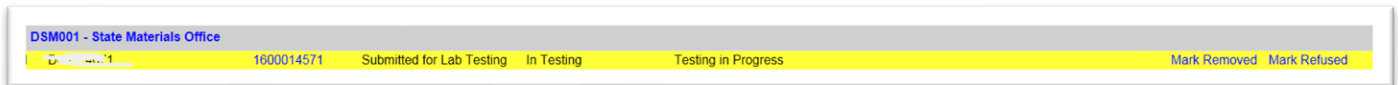
Chapter 16 – Managing Strikes

Since strikes are stored on each evaluation record, the manage strikes process allows you to review the strikes given and clear them if needed.

1. Select the Evaluations menu option.
2. Select the Evaluations sub-menu option.

3. Select the Search Strikes option.

The Search Strikes search sub-screen will appear.

4. Enter the appropriate filter options to proceed. For example:
a. To search for a specific technician, enter the name or TIN in the Technician field. The search will provide all strikes for the technician for all qualifications.
b. To search for all strikes for a specific technician in a specific area, select both.
c. To search for all the strikes in a specific qualification area, select the qualification area from the Qualification Area dropdown list. The search will provide all strikes to all technicians in that qualification area.
5. Select the Search option.

The sub-screen will be populated with the results.

6. Select the Status hotlink to see the history of the strike status.

A Strike Status History dialog box will appear.

Strike Status History

	Date	Status	By	
1	9/27/2016	Active	Jeanie Kozak	
2	9/28/2016	Closed by Satisfactory Evaluation	PAUL PASSE	Technician was given a SATISFACTORY evaluation in Qualification Area Aggregate Testing Technician

Showing 1 to 2 of 2

7. To clear a strike, select the Clear Strike option.

NOTE: Do not use this function to clear a strike from a technician that has a strike cleared by a successful evaluation. The entry of the successful evaluation will clear the strike. Circumstances where this function is used are as follows: 1) If the PMU somehow removed the strike by mistake; 2) If the Technician got suspended with 3 strikes and then afterwards met the requirements set by the DMRE, SCE, and STA for removal of strikes.

8. If a strike is inadvertently cleared and needs to be reinstated, select the Reinstate Strike option.

NOTE: For an IA Observation or Observation/Split on a field technician, when the technician fails a step or steps on an equipment checklist, MAC gives the technician a strike. On the first IA Observation Evaluation, the technician should receive a strike according to **Materials Manual 5.5**. Any follow-up strikes should not be assessed. There is no laboratory to receive a deficiency on a Laboratory Qualification Performance Report (LQPR) as when an IA Observation Evaluation is on a laboratory technician. Evaluators should review the strikes and manually remove any follow-up strikes on equipment only. This does not apply to failed steps on procedure checklists. This applies only to equipment checklists field testing equipment. Field tests in MAC for observation evaluations are:

- Structural Concrete Plastic Properties Test Methods
  - Concrete - ASTM C1064 - Temperature of Freshly Mixed Portland Cement Concrete
  - ASTM C138 - Density Unit Weight Yield and Air Content Gravimetric of Concrete
  - ASTM C143 - Slump of Hydraulic Cement Concrete
  - ASTM C172 - Sampling Freshly Mixed Concrete
  - ASTM C173 - Air Content of Freshly Mixed Concrete by the Volumetric Method
  - ASTM C231 - Air Content of Freshly Mixed Concrete by Pressure Method
  - ASTM C31 - Making and Curing Concrete Test Specimens in the Field
- Earthwork Test Methods
  - FM 1-T 238 - Density of Soils in Place by the Nuclear Method
  - Earthwork - FM 5-507 - Determination of Moisture Content by Means of a Calcium Carbide Gas Pressure Moisture Tester Speedy Method
- Asphalt Test Method
  - FM 5-509 - Rolling Straight Edge