



Florida Department of TRANSPORTATION



QC Program Maintenance User Manual

May 27, 2021



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Introduction

Who is the FDOT QC Program Coordinator?

The QC Program (QCP) Coordinator is a person at the District Materials Office and Research (DMRO) or State Materials (SMO) who manages Producer Quality Control (QC) Program requirements for production facilities. These instructions describe the functions performed by the QCP Coordinator in MAC.

Who is the Program Maintenance User?

The QCP Coordinator's role in MAC is Program Maintenance User (PMU). Other users with the role of Program Maintenance User are Independent Assurance Evaluators, Lab Qualification Program Coordinators, ERS IA Project Review and Final Project Materials Certification personnel.

Who is the QC Manager?

The QC Manager is a person working for the production facility responsible for maintaining the Producer Quality Control Program requirements. The QC Manager may also serve as the Contact Person and/or the Production Facility or Company Profile Manager. QC Managers do not have to be users in MAC.

Who is the Contact Person?

The Contact Person is the person listed on the Production Facility Listing who the company designates as the contact for anyone wishing to contact the production facility. It may be the QC Manager or it may be someone like a regional manager or a salesperson. A contact person does not have to be a user in MAC.

Who is the Company Profile Manager?

This is the person in the company who has access to MAC and maintains the company profile and users in the system. The Company Profile Manager can assign users to be the Production Facility Profile Manager.

Who is the Production Facility Profile Manager?

This is the person in the production facility's company who has access to MAC and maintains the production facility profile in the system. A Production Facility Profile Manager can be assigned to more than one facility. The Company Profile Manager can also be assigned as the Production Facility Profile Manager.

Chapter 1 - Creating a New Production Facility Profile

A. Creating a Production Facility Profile

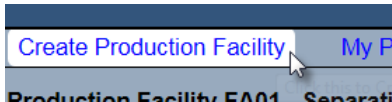
You may need to work with the District Application Coordinator (DAC) to ensure users have access to MAC and the company profile for the production facility exists in MAC with users in the appropriate role(s).

NOTE: Some facilities do not require a PQCP or the PQCP status is not used to designate the production facility status. Aggregate production facilities (mines or terminals) are not part of the Producer QC Program but are governed by the Aggregate Control Program. Aggregate production facilities are maintained in MAC and instructions specific to aggregate facilities are included in this document. Non-structural concrete production facilities are not governed by the QC Program. Production facilities approved to produce only non-structural concrete are included in MAC for reporting purposes.



1. In MAC, select the Facilities option.
2. Select the Production Facilities option.

You will be navigated to the Production Facility profile screen. MAC remembers the last entry you updated, so if you have updated a production facility, it will populate that production facility information.



3. Select the Create Production Facility option.

A blank production facility profile screen will appear.

Production Facility

Fill out the information on the production facility profile as described below. A ★ indicates a required field.

Create Production Facility Profile

Facility Identifier	<input type="text"/>	★	Company	<input type="text"/>	★
	4		Start typing	5	company name to get a list of

4. **Facility Identifier** – enter the FDOT Facility Id according to Materials Manual 5.6 Facility Id format guidelines.
5. **Company** – enter the company name.

NOTE: If the company name does not yet exist in MAC, you will not be able to create the production facility profile until a DAC or system administrator creates the company profile.

Additional fields will appear. Not all production facility profiles will have fields as shown. Complete the fields as follows:

The screenshot shows a form for creating a production facility profile. The fields are as follows:

- Facility Identifier:** Text box containing "02-998".
- Company:** Text box containing "John Doe Roads & Bridges, Inc." with a red asterisk.
- Description:** Large text area with a blue circle 6.
- Managing District:** Dropdown menu with a blue circle 7 and a red asterisk.
- Production Facility Types:** Dropdown menu with "Mine" selected and a blue circle 8.
- Material Types:** Multi-select dropdown with "Aggregate" selected and a blue circle 9.
- Parent Company (for DOJ):** Text box with a blue circle 10.
- Previous Owner (for DOJ):** Text box with a blue circle 11.
- Date Sold (for DOJ):** Text box with a blue circle 12.
- Geological Types:** Dropdown menu with a blue circle 13 and a red asterisk.
- Published Comment:** Large text area with a blue circle 14.
- Design Capacity:** Text box with a blue circle 15 and a dropdown menu with a blue circle 16.
- Open Date:** Text box with a blue circle 17.
- Closed Date:** Text box with a blue circle 18.

6. **Description** – this is an optional field that can be used to add additional information about the production facility, such as the company’s facility id or other identifying information.

7. **Managing District** – select the District of the DMRO inspecting and managing the production facility's QC Program. This may not be the geographical district where the production facility is located. If the production facility is managed by the SMO; for example, cementitious materials, select SMO.

8. **Production Facility Types** – a production facility is either a mine, a plant, a terminal or in some cases, a plant and a terminal. Select the appropriate entry.

9. **Material Type** – Select the appropriate material type or types from the dropdown options. This field is multi-select.

NOTE: Do not apply multiple material types to facilities that have multiple production facility identifiers and PQCPs for each identifier. Facilities with multiple facility identifiers should have an individual entry for each facility identifier and material type. An example is a facility that produces precast concrete pipe, precast concrete drainage structures, incidental precast concrete products and structural concrete at the same physical location. There would be four profiles in MAC; one for each material type, each having it's own facility identifier, material type and PQCP - PI-XX (precast concrete pipe), PC-XX (precast concrete drainage products), IPC-XX (incidental precast products, and XX-XXX (structural concrete). Only select more than one material type if there is only one facility identifier and a single PQCP that describes all the material types. Some examples of facilities with one facility identifier and multiple material types are liquid asphalt or steel and miscellaneous metal production facilities.

10. **Parent Company** – this information is tracked for purposes of reporting to the Department of Justice. It is not applicable to all material types. Enter the name of the parent company, if known.

11. **Previous Owner (for DOJ)** – if the production facility is sold, when the production facility is moved to the new company profile, enter the name of the company that sold the production facility in this field.

12. **Date Sold (for DOJ)** – if the production facility is sold, enter the date it was sold in this field.
13. **Geological Type** – For aggregate mines and terminals, select the appropriate aggregate type. The field is multi-select. Most mines will only have one geological type. Terminals may have multiple geological types depending on the original sources.
14. **Published Comment** – enter any additional information about the production facility that will describe the facility to users of the Production Facility Listing. Most production facilities will not have any information in this field because the fields on the report provide enough information. An example of a published comment is the dimensions of a tank at a galvanizing facility so contractors and fabricators can find a plant with a kettle big enough for the steel product being fabricated.
15. **Design Capacity** – enter the number associated to the design capacity of the production facility.
16. **Per Hour/Per Day** – enter the rate associated to the design capacity number in 15. For example, a 100 ton per day would be entered as 100 in 15 and tons per day in 16.
17. **Open Date** – Enter the date the facility was opened, if known.
18. **Closed Date** – This date is typically filled out on an existing production facility that is going out of business and does not apply to new production facilities.

Profile Manager

You cannot create a new production facility profile without a profile manager.

Profile Manager

1. **User** – The profile manager must:
 - a. Have an active FDOT User Id account or an Internet Subscriber Account (ISA).
 - b. Be assigned to the company profile Users tab (an existing user).
 - c. Be assigned the role of Facility Profile Manager.

Users [6]

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Chang Wang	✓	✓			Update	Remove User from Company
Jennifer Murray	✓	✓	✓		Update	Remove User from Company
Lani Nash	✓	✓	✓		Update	Remove User from Company
Preeti Zutshi	✓			✓	Update	Remove User from Company
Rashmi Jawale	✓	✓	✓		Update	Remove User from Company
Susan Musselman			✓		Update	Remove User from Company

Showing 1 to 6 of 6

User

To assign the user as production facility profile manager, select the user from the dropdown list. If the user is not there, contact the DAC to have a new user assigned to the profile or have an existing user assigned the role of Facility Profile Manager.

2. **Phone Type** – select Office, Cell or Fax.
3. **Number** – enter the phone numbers including area code. The 10 digits numbers can be entered without formatting and MAC will apply phone number format (XXX) XXX-XXXX.
4. **Extension** – if an extension is included as part of the phone number, enter it here.
5. **+** – If more than one phone number is needed, click on the + option to add another phone number
6. **Is Primary** – if additional numbers are provided, select the Is Primary option to designate which is the primary number.
7. **Email** – enter an email for the production facility profile manager.

Contact Person

Contact Person

Does this person have an FDOT User Id? Yes No **1**

User **2** *

Phone Type * Number * Extension Is Primary +

Email *

1. **Does this person have an FDOT User Id?** – select Yes if the person has an FDOT User Id or an ISA.
2. **User** – enter the user name. Select the user from the returned list.

Contact Person

Does this person have an FDOT User Id? Yes No **3**

First Name **4** * Last Name **5** *

Phone Type * Number * Extension Is Primary +

Email *

3. **Does this person have an FDOT User Id?** – select No if the person does not have an FDOT User Id or an ISA. The User field will change to two fields for first and last name.
4. **First Name** – enter the contact's first name. Select the user from the returned list.
5. **Last Name** – enter the contact's last name.

Contact Person

Does this person have an FDOT User Id? [?] Yes No

First Name * Last Name *

Phone Type 6 * Number 7 * Extension 8 * Is Primary 10 9 +

Email 11 *

6. **Phone Type** – select Office, Cell or Fax.
7. **Number** – enter the phone numbers including area code. The 10 digits numbers can be entered without formatting and MAC will apply phone number format (XXX) XXX-XXXX.
8. **Extension** – if an extension is included as part of the phone number, enter it here.
9. **+** – If more than one phone number is needed, click on the + option to add another phone number
10. **Is Primary** – if additional numbers are provided, select the Is Primary option to designate which is the primary number.
11. **Email** – enter an email for the production facility profile manager.

QC Manager

QC Manager 1 Same as Profile Manager

Does this person have an FDOT User Id? [?] Yes No 2

User [?] 3 Start typing user name to get list of users *

Phone Type * Number * Extension * Is Primary +

Email *

1. Same as Contact Person – select this indicator if the contact is also the QC Manager. MAC will fill the rest of the fields in from the information under contact. If not, continue to complete the information as follows:
2. **Does this person have an FDOT User Id?** – select Yes if the person has an FDOT User Id or an ISA.
3. **User** – enter the user name. Select the user from the returned list.

QC Manager Same as Profile Manager

Does this person have an FDOT User Id? [?] Yes No 4

First Name 5 * Last Name 6 *

Phone Type 7 * Number 8 * Extension 9 * Is Primary 11 10 +

Email 12 *

4. **Does this person have an FDOT User Id?** – select No if the person does not have an FDOT User Id or an ISA.
5. **First Name** – enter the contact's first name. Select the user from the returned list.
6. **Last Name** – enter the contact's last name.
7. **Phone Type** – select Office, Cell or Fax.
8. **Number** – enter the phone numbers including area code. The 10 digits numbers can be entered without formatting and MAC will apply phone number format (XXX) XXX-XXXX.
9. **Extension** – if an extension is included as part of the phone number, enter it here.

10. **+ –** If more than one phone number is needed, click on the + option to add another phone number

11. **Is Primary** – if additional numbers are provided, select the Is Primary option to designate which is the primary number.

12. **Email** – enter an email for the contact.

Associated Facilities

This is used for production facilities that are at the **same physical location**, but have different PQCPs. For example, a plant might be entered into MAC as a precast concrete products plant, an incidental precast plant, a structural concrete plant and a prestressed concrete products plant. They are really all the same plant, but have different FDOT Production Facility Ids for each QC Program material. Associating all four plant ids to each other links the individual production facility profiles together and uses one physical location.

NOTE: Do not use this option to associate “affiliated” or “sister” production facilities that work in conjunction with other plants, but are at different physical locations.

Is Associated to Another Facility
 1 Type Production Facility Name 2 *

1. Is Associated to Another Facility - if this production facility is associated to an existing facility at the same physical location, select the indicator.

2. A new field will appear for the associated facility. Enter the FDOT facility and select it from the list. If that facility has associated facilities, they will automatically be connected to the new and the associated facility. If you select this, the physical location and mailing address will automatically be populated from the production facility you entered in this field. You may need to update the mailing address if it is different from the facility you selected in field 2.

Physical Location

Physical Location

Is Mobile? 1

Address Line 1 2 * Latitude 3 Longitude 4

Address Line 2 5

City 6 * County 7 *

State 8 FLORIDA Zip Code 9 * Country 10 USA

1. **Is Mobile** – if the production facility is a mobile operation select the "Is Mobile?" indicator. A mobile plant is **NOT** the same as a portable plant. In most cases, portable plants are set up and remain in one location for long periods of time. A mobile plant performs it's plant/batching operations in a mobile operation, for example Asphalt Hot In-Place Recycling machines. When you select the "Is Mobile?" indicator, MAC will not allow you to enter a physical address. If you need to record the physical location, do not select "Is Mobile?".

2. **Address Line 1** – enter the physical address of the production facility location.
3. **Latitude** – enter the latitude for the production facility to six decimal places (20.123456).
4. **Longitude** – enter the longitude for the production facility to six decimal places and **include any negative signs that apply** (-80.123456).
5. **Address Line 2** – if an additional line is needed; for example Suite Number or Box Number, include this in Address Line 2. Do not include this type of information in Address Line 1.
6. **City** – enter the City where the production facility is located.
7. **County** – if the production facility is located in Florida, select the county where the production facility is located. If a state other than Florida is selected, this field defaults to Out of State.
8. **State** – this field defaults to Florida. If the production facility is in another state, change the state from Florida to the appropriate state where the production facility is located.
9. **Zip Code** – enter the zip code where the production facility is located.
10. **Country** – this field defaults to USA. If the production facility is in another country, select the country where the production facility is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.

Mailing Address

Mailing Address Same as Physical

Address Line 1

Address Line 2

City

State

Zip Code

Country

1. **Same as Physical** – if the mailing address and physical address are the same, select the Same as Physical check box. MAC will complete the rest of the information based on the information provided in Physical Address.
2. **Address Line 1** – enter the mailing address of the production facility.
3. **Address Line 2** – if an additional line is needed; for example Suite Number or Box Number, include this in Address Line 2. Do not include this type of information in Addresss Line 1.
4. **City** – enter the City of the production facility’s mailing address.
5. **State** – this field defaults to Florida. If the mailing address is in another state, change the state from Florida to the appropriate state.
6. **Zip Code** – enter the zip code for the production facility’s mailing address.
7. **Country** – this field defaults to USA. If the production facility’s mailing address is in another country, select the country. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.

Create Profile



Select the Create option to save the information.

You will receive a message that the production facility was successfully created.

Create Production Facility was successful

If any missing required fields are not provided an error message listing the required fields will appear and the required fields in each section will be highlighted in red.

ERRORS:

- Mine is required
- Address Line 1 is required
- City is required
- County is required
- Zip Code is required
- Address Line 1 is required
- City is required
- Zip Code is required

B. Updating an Existing Production Facility Profile

Once the production facility profile is created, it is the responsibility of the Facility Profile Manager to make changes to an existing profile except for QC Manager and PQCP updates. The QC PMU should not update the production facility profile information for the Facility Profile Manager. If you find outdated information that needs to be changed except for the QC Manager, contact the facility profile manager and have them update it.

The screenshot shows a web interface titled "Profile Managers [2]". It lists two users:

User	Phone Type	Number	Is Primary	Email
Susan Musselman	Office	(352) 955-6669	✓	susan.musselman@dot.state.fl.us
Larry Jeffries	Office	(352) 955-6635	✓	Larry.Jeffries@dot.state.fl.us

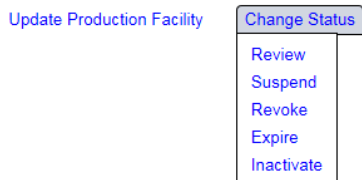
At the bottom of the list, there is a link: [Add Profile Manager](#)

NOTE: Some production facility ids include location identification as part of the number. For example, a structural concrete production facility in Alachua county would begin with 26-. When a portable plant is moved to a different county or district, do not revise the production facility id. Revising a production facility id on an existing entry will result in the previous information being transferred to the new facility id. You cannot change a facility id using the Update option. You must create a new production facility profile with the new number. Instead, update the physical address and managing district on the existing production facility profile and leave the facility id as is.

C. Changing a Production Facility Status for Aggregate Production Facilities

For aggregate mines and terminals, the production facility status is not dependent on the PQCP status. Mines and terminals have a PQCP and it has a status, but the PQCP status does not signify that the production facility is acceptable or not. The production facility status is the status that is reported on the FDOT Production Facility Listing.

To update an aggregate production facility status:

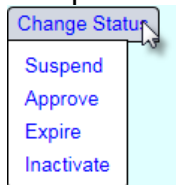


1. Select the Change Status option.
2. Select the appropriate status:
 - a. **Review** – PQCP and data are under review. Department inspection is pending.
 - b. **Suspend** – The production facility is restricted from shipping all products for use on Department contracts for a minimum of 30 days, maximum of 90 days.
 - c. **Revoke** – The production facility is prohibited from shipping or certifying aggregates for Department use or Department projects for minimum of six months.
 - d. **Expire** – The production facility and existing material is closed and removed from approved list. The facility must reapply for approval to be taken out of expired status.
 - e. **Inactivate** – The production facility temporarily requests to stop shipping and QC testing all products.

D. Changing a Production Facility Status for Non-Structural Concrete Production Facilities

For non-structural concrete production facilities, there is no PQCP so the production facility status is the only status that is assigned by MAC.

To update the status of a non-structural concrete production facility:



1. Select the Change Status option.
2. Select the appropriate status:
 - a. **Suspend** – The production facility is suspended from providing non-structural concrete to FDOT contracts.
 - b. **Approve** – The production facility is approved to provide non-structural concrete to FDOT contracts.
 - d. **Expire** – The production facility is closed and removed from approved list.
 - e. **Inactivate** – The production facility temporarily requests to stop shipping to FDOT contracts.

Chapter 2 - Maintaining a Production Facility Profile

Now that the production facility profile is created, there are areas on the profile that the QC PMU is responsible to maintain. Other areas are maintained by the Facility Profile Manager.

A. Profile Managers

The QC PMU should not update the Profile Manager information. This is the responsibility of the Facility Profile Manager or the Company Profile Manager.

B. Contacts - Contact Person

The QC PMU should not update the Contact Person information. This is the responsibility of the Facility Profile Manager or the Company Profile Manager.

C. Contacts - QC Manager

The QC PMU must update the QC Manager information. This is typically revised due to a new PQCP or an addendum. Because of this, production facility profile managers are not allowed to update the data. This ensures the QC PMU receives an addendum identifying a new manager.

To update The QC Manager:



1. Select the Update option.

An Update dialog box will appear.

A screenshot of a software dialog box titled "Update". It contains several input fields: "Does this person have an FDOT User Id?" with radio buttons for "Yes" (labeled 'a') and "No"; a "User" text field containing "Susan Musselman" (labeled 'b'); "Phone Type" with a dropdown menu set to "Office" (labeled 'c'); "Number" with "(555) 111-2222" (labeled 'd'); "Extension" with an empty field (labeled 'e'); "Is Primary" with a radio button (labeled 'f'); and a "+" button (labeled 'g'). There is also an "Email" field containing "smuss@jdoeconst.net" (labeled 'h') and a "Save" button at the bottom.

2. Update the information as follows:

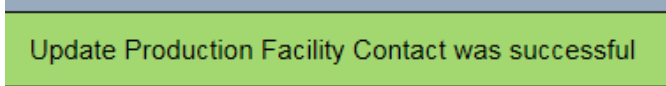
a. **Does this person have an FDOT User Id** = No – the QC Manager does not need to have MAC access. If the QC Manager does not have an FDOT User Id account or an ISA, change this default to No.

b. **First Name and Last Name** - provide the first and last name of the QC Manager in these fields.

A snippet of a form showing the "Does this person have an FDOT User Id?" section. It has radio buttons for "Yes" and "No" (labeled 'a'), with "No" selected. To the right are "First Name" and "Last Name" text input fields (labeled 'b'), both marked with a red asterisk.

- a. **Does this person have an FDOT User Id = Yes** – if the QC Manager has an FDOT User Id account or an ISA, leave the default as Yes.
 - b. **User** – the information needed will change from First Name and Last Name to a field where you can supply a full or partial name. Type in a full or partial name and select the user from the returned list.
 - c. **Phone Type** – select Office, Cell or Fax.
 - d. **Number** – enter the phone numbers including area code. The 10 digits numbers can be entered without formatting and MAC will apply phone number format (XXX) XXX-XXXX..
 - e. **Extension** – if an extension is included as part of the phone number, enter it here.
 - f. **Is Primary** – If additional numbers are provided, select this indicator to designate which is the primary number.
 - g. **+** – if more than one phone number is needed, click on the + option to add another phone number.
 - h. **Email** – Enter an email for the QC Manager so that email notifications can be sent.
3. Select the Save option.

You will receive a message that the QC Manager update was successful.



D. Contacts - Others

The QC PMU and facility profile manager can add other contacts to the facility in this area. It is intended for other personnel related to the facility that are not the facility profile manager, the QC Manager or the contact person. An example is the QC Technician or QC Manager's assistant. Think of it as a mini-address book for possible personnel in case the profile manager or QC Manager is not available.

Adding a contact to the Others section:

Others

[Add Other](#)

1. Select the Add Other option.

An Add Other dialog box will appear.

2. Complete the information as follows:

a. **Does this person have an FDOT User Id** = No – the other contact does not need to have MAC access. If this person does not have an FDOT User Id account or an ISA, change this default to No.

b. **First Name and Last Name** - provide the first and last name of the other contact in these fields.

Does this person have an FDOT User Id? Yes No a First Name ★ Last Name ★ b

a. **Does this person have an FDOT User Id = Yes** – if the other contact has an FDOT User Id account or an ISA, leave the default as Yes.

b. **User** – the information needed will change from First Name and Last Name to a field where you can supply a full or partial name. Type in a full or partial name. Select the user from the returned list.

c. **Phone Type** – select Office, Cell or Fax.

d. **Number** – enter the phone numbers including area code. The 10 digits numbers can be entered without formatting and MAC will apply phone number format (XXX) XXX-XXXX..

e. **Extension** – if an extension is included as part of the phone number, enter it here.

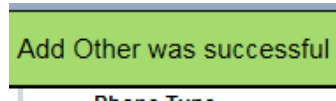
f. **Is Primary** – if additional numbers are provided, select this indicator to designate which is the primary number.

g. **+** – if more than one phone number is needed, click on the + option to add another phone number.

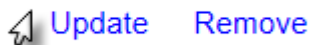
h. **Email** – enter an email for the other contact Manager so that email notifications can be sent.

3. Select the Save option.

You will receive a message that the other contact was successfully added.

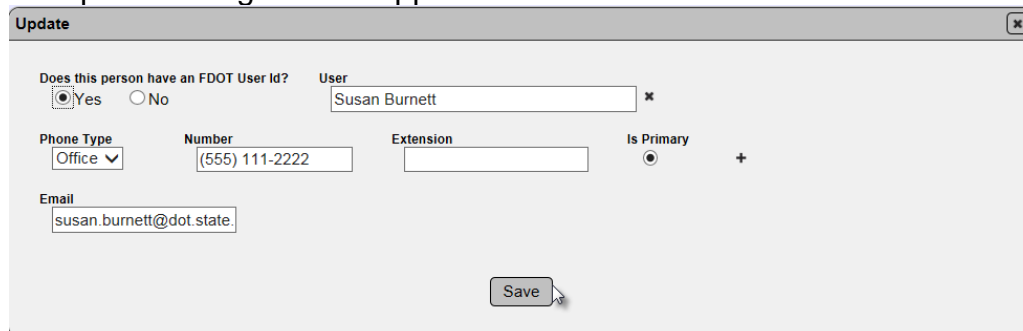


Updating an existing Other Contact:



1. Select the Update option.

An Update dialog box will appear.



2. Make revisions to the data as described in the add contact information above.

3. Select the Save option.

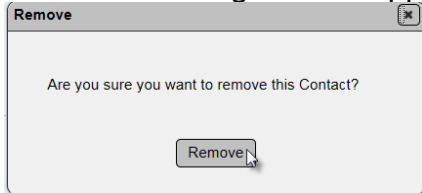
You will receive a message that the contact was updated successfully.

Update Production Facility Contact was successful

Removing an existing Other contact:

Update Remove

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



2. Select Remove to remove the other contact.
You will receive an error message that the contact was removed successfully.

Delete Production Facility Contact was successful

E. Locations

The QC PMU should not update the Locations information. This is the responsibility of the Facility Profile Manager or the Company Profile Manager.

Chapter 3 - Deleting a Production Facility Profile

Sometimes, there is an option to delete a production facility profile. This option does not appear if:

- The production facility is assigned on a Contractor Quality Control Plan ([Contractor QC Plans](#))
- There are mix designs assigned to the production facility
- There are products assigned to a production facility
- A product on a production facility is assigned to a mix design
- A production facility has a inspection ([Chapter 10 – Production Facility Inspections](#))

Using the delete option in MAC deletes the record and it's history. It is not recommended to delete production facility profiles from MAC. Because there is information on the profile related to the history of the production facility, including information reported to the Department of Justice, please do not delete a production facility, even if it goes out of business. Deleting the production facility also allows the facility identifier to be reused, which is not desirable for long term reporting purposes.

If you think a production facility needs to be deleted, contact the MAC Functional Coordinator before proceeding.

Chapter 4 - Producer Quality Control Plans

By direction of the Director, Office of Materials and the District Materials and Research Engineers (DMREs), the QC PMU is responsible for updating the production facility profile with the latest accepted PQCP in MAC. Drafts of PQCPs or addendums are processed outside of MAC and when the acceptance process is complete, the plan or addendums are added to the production facility profile.

NOTE: Aggregate mines and terminals have a PQCP and QC Plan status, but that status of the is independent of the production facility status.

NOTE: Non-structural concrete plants do not have a PQCP. It is not a QC Program material. Do not request a PQCP for a non-structural concrete facility. Do not attach documents to the QC Plan tab for non-structural concrete plants. Any documents that are attached to a non-structural concrete production facility profile under the QC Plan tab will be deleted.

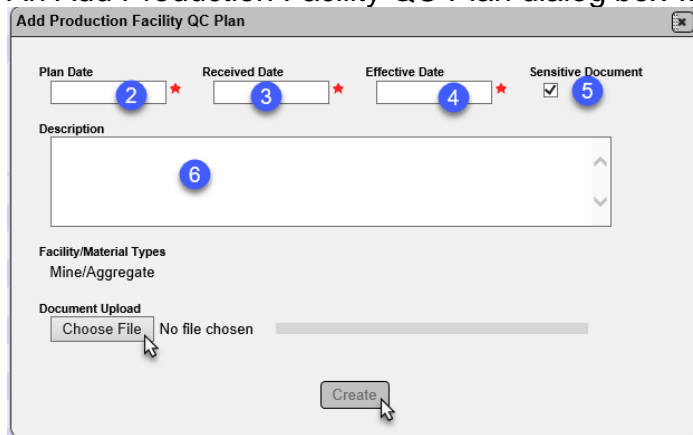
A. Adding a PQCP to a Production Facility Profile

To add a PQCP:

 [Add Production Facility QC Plan](#)

1. Select the Add Production Facility QC Plan option.

An Add Production Facility QC Plan dialog box will appear.



2. **Plan Date** – enter the date the PQCP is dated.

3. **Received Date** – enter the date the PQCP was received by the DMRO or SMO from the production facility.

4. **Effective Date** – enter the date the PQCP is accepted/approved and becomes effective.

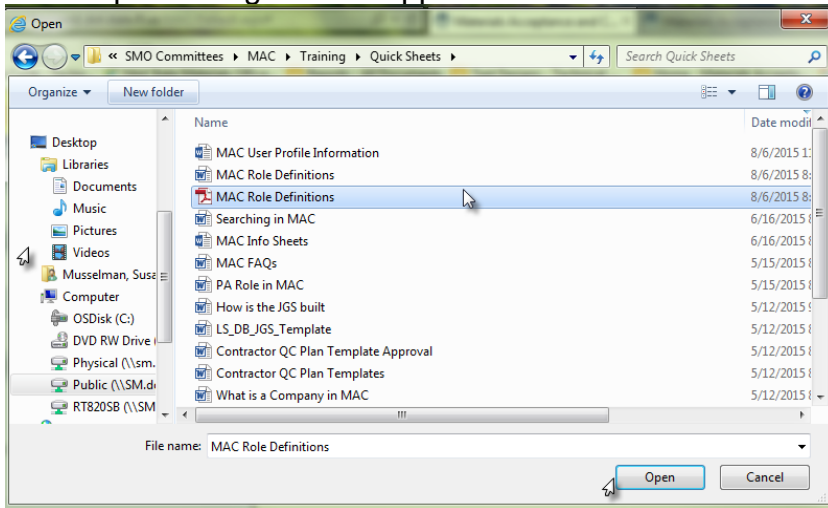
NOTE: These dates get carried over when the PQCP is replaced by an entirely new plan. Make note of the dates on any new PQCPs. This is the information MAC currently uses to determine a production facility's status on other entries like the Contractor QC Plan.

5. **Sensitive Document** – this indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the PQCP. Do not deselect unless your review of the PQCP shows that there is no sensitive information in the document and the Producer has indicated that they do not consider the PQCP to be sensitive.

6. **Description** – enter a description of the document, if desired.

7. **Choose File** – select this option to navigate to the file location. The file should be one document including all pages, attachments, illustrations, etc.

a. An Open dialog box will appear.



b. Navigate to the file location where you stored the file on your computer or network.

c. Select the Open option to upload the file.

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

Add Production Facility QC Plan was successful

A hotlink to the PQCP will now appear under the QC Plan Tab with a status of In Review.

Type	Plan Date	Received Date	Information Requested Date	Information Received Date	Status [Effective Date]	Description	Proprietary Document
Plant/Prestressed Concrete Products							
QC Plan	9/1/2015	9/3/2015			In Review [9/7/2015]		✓ View Document Plan Actions

Showing 1 to 1 of 1

NOTE: Since documents uploaded in MAC are stored in EDMS, the Department's EDMS QC/QA process applies. These are especially important for PQCPs and addendums. Open uploaded documents to ensure they are not corrupted by the network during the upload process. Also, make sure they are legible. When PQCPs were scanned into the Materials Business Area of MAC, the following EDMS QC items were identified. These still apply to documents scanned into MAC and should be spot checked while confirming that the file was not corrupted during the upload:

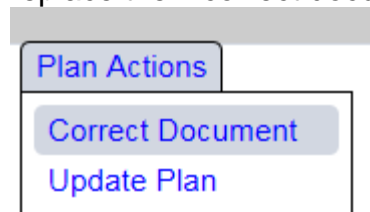
- Did all pages scan?
- Is document image legible?
- Are all pages straight?
- Are all pages upright?

B. QC Plan Actions

Now that the PQCP has been added, you can indicate actions taken on the plan, such as suspending it or inactivating it. Any action taken on the PQCP must be reflected in the QC Plan Status in MAC.

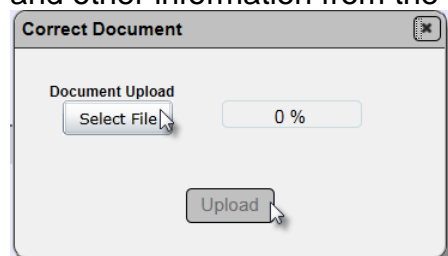
Correcting a QC Plan Document

If you inadvertently uploaded the wrong document, the Correct Document option will allow you to replace the incorrect document with the correct document.



1. Select the Correct Document option.

A Correct Document dialog box will appear. The only action is to reupload a document. The dates and other information from the original upload are still in effect.



2. Select the Select File options and follow the instructions for navigating to the correct file as described above.

When the file is uploaded, the document name will appear with 100% upload complete and the Upload option will become available.

3. Select the Upload option to correct the document.

You will receive a message that the upload was successful.

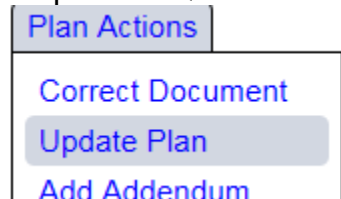
Upload Production Facility QC Plan Document was successful

NOTE: Due to network issues, sometimes documents get corrupted during the upload process. This is not apparent until a user attempts to view the document. It is not a MAC break. It can be fixed by using the Correct Document option and reuploading the file. This may take several tries before any “corrupt file” error messages go away.

Updating a QC Plan

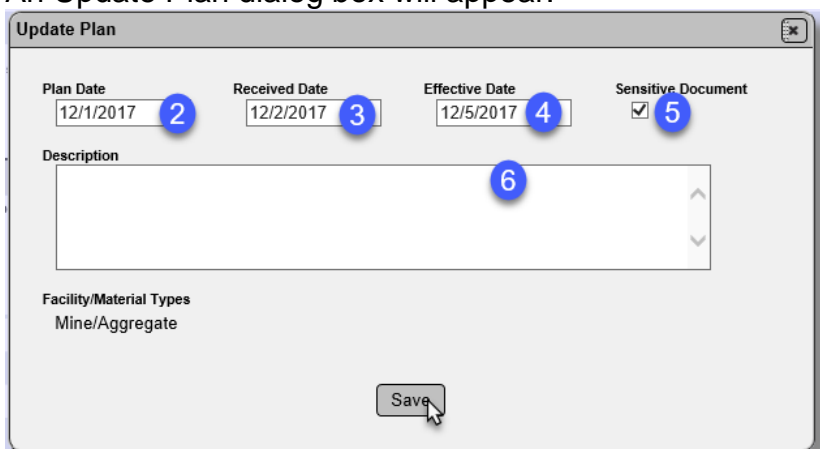
Updating a QC Plan is used when the PQCP dates and/or description needs to be revised, but the document that was uploaded is okay.

To update a QC Plan:



1. Select the Update Plan option.

An Update Plan dialog box will appear.

A screenshot of the "Update Plan" dialog box. It contains several input fields and a checkbox. The fields are: "Plan Date" with the value "12/1/2017" (callout 2), "Received Date" with the value "12/2/2017" (callout 3), "Effective Date" with the value "12/5/2017" (callout 4), and "Sensitive Document" with a checked checkbox (callout 5). Below these is a large text area for "Description" (callout 6). At the bottom, there is a "Save" button. The dialog box also has a title bar with "Update Plan" and a close button.

2. **Plan Date** – enter the date the PQCP is dated.

3. **Received Date** – enter the date the PQCP was received by the DMRO or SMO from the production facility.

4. **Effective Date** – enter the date the PQCP is accepted/approved and becomes effective.

NOTE: Changing this date may impact samples and Contractor QC Plans.

5. **Sensitive Document** – this indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the PQCP. Do not deselect unless your review of the PQCP shows that there is no sensitive information in the file and the Producer has indicated that they do not consider the PQCP to be sensitive.

6. **Description** – enter a description of the document, if desired.

7. Select the Save option.

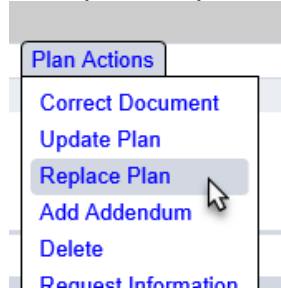
You will receive a message that the update was successful.

Update Production Facility QC Plan was successful

Replacing a Plan

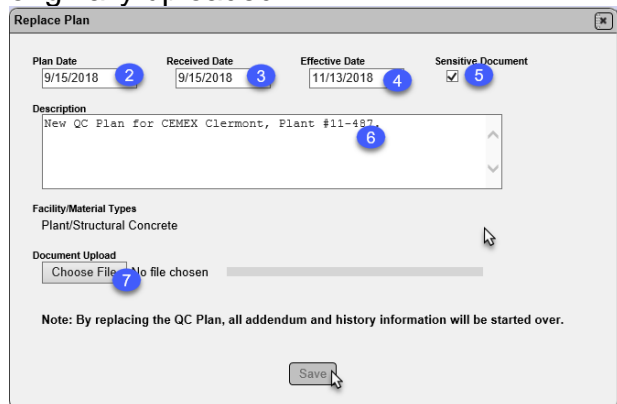
Sometimes, a producer submits a full PQCP to replace an older PCQP and any addendums. For example, some material types require the producer to submit a full PQCP on an annual basis.

To replace a plan:



1. Select the Replace Plan option.

A Replace Plan dialog box will appear. It will keep all the information entered when the plan was originally uploaded.



2. **Plan Date** – Do not change the plan date from the date of the original PQCP to the new PQCP.

3. **Received Date** – Do not change the date received from the original PQCP to reflect when the new PQCP was received.

4. **Effective Date** – Do not change the effective date from the original PQCP effective date.

NOTE: The programming for samples with production facilities does not take into account that there was an effective document in place before the dates in these fields when these are updated. Even though this replacement document has its own Plan Date, Received Date and Effective Date, these must not be changed in order to avoid false PQCP status flags on the samples.

Type	Plan Date	Received Date	Information Requested Date	Information Received Date	Status [Effective Date]	Description	Sensitive Document
Plant/Cement							
QC Plan	5/1/2017	5/3/2017			Accepted [5/3/2017]		<input checked="" type="checkbox"/> View Document Plan Actions

Showing 1 to 1 of 1

Previous plan had an effective date of 01/20/2015

Samples that have a Date Sample Taken before the new acceptance date that were not flagged before will now be flagged.

Sample Information

Company: XYZ Testing, Inc.

Method of Acceptance: Sampling And Testing Sample Level: VT Category: Cement - Type II (MH) / Limestone Sample Purpose: District - Verification Sample Cement Production Facility: **CMT90 - Ever Ready Production, Inc. ***

Structural Concrete Production Facility

Sampled By: [Redacted] Date Sample Taken: 4/1/2017

FDOT Sample Number: 1

Message from webpage

⚠ Production Facility CMT90 - Ever Ready Production, Inc. is not Approved/Accepted

OK

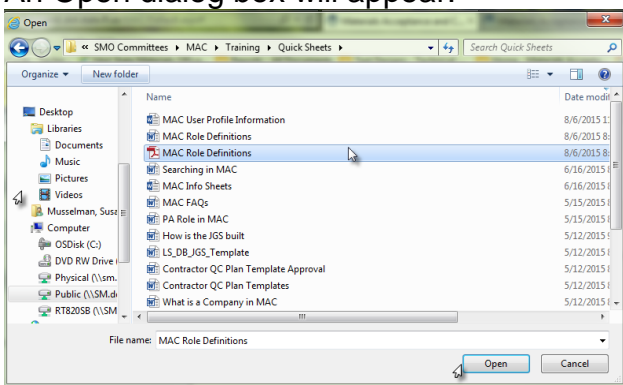
To avoid this, upload the new plan, leave the original dates as is and make a note of the plan date, received date and effective date in the comments section, if desired.

5. **Sensitive Document** – this indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the PQCP. Do not deselect unless your review of the PQCP shows that there is no sensitive information in the file and the Producer has indicated that they do not consider the PQCP to be sensitive.

6. **Description** – Revise the description of the document, if desired.

7. **Choose File** – Select this option to navigate to the PQCP file. For an addendum, it should be in pdf format and include the pages only for the addendum.

An Open dialog box will appear.



a. Navigate to the file location where you stored the PQCP addendum on your computer or network.

b. Select the Open option to upload the PQCP addendum.

8. Select the Create option to add the PQCP to the production facility profile.

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

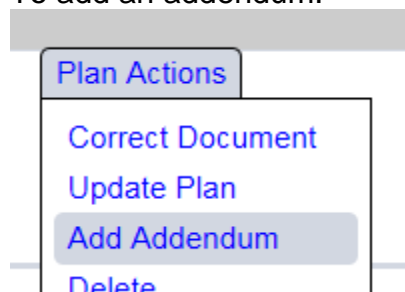
Replace Production Facility QC Plan was successful

The New QC Plan will appear with its own Status and Actions. The old QC Plan can be viewed on the History tab. Samples with a Date Sample Taken before the new effective date should not be flagged with an unqualified production facility.

Adding an Addendum

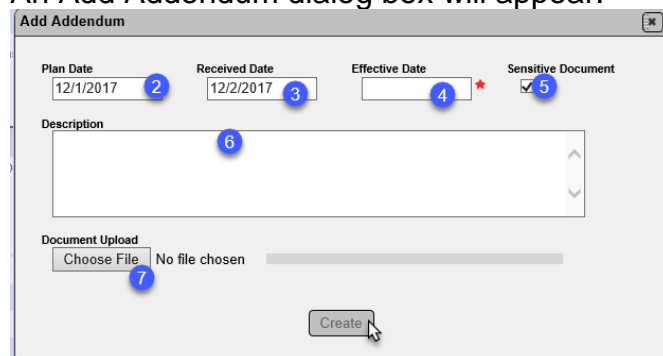
Addendums are added when addendums for the current accepted PQCP are received, reviewed and accepted.

To add an addendum:



1. Select the Add Addendum option.

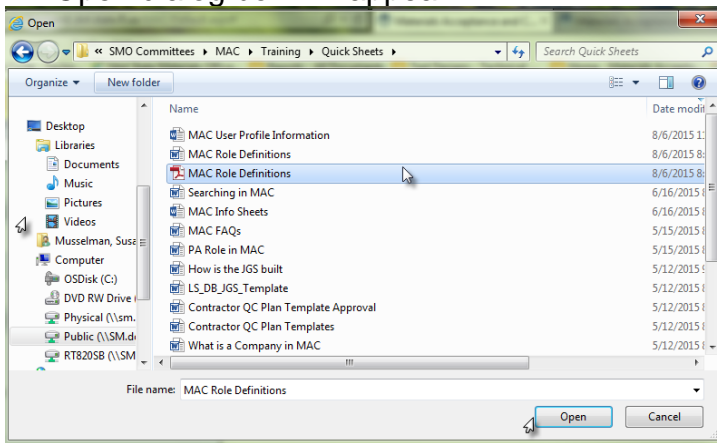
An Add Addendum dialog box will appear.

A screenshot of the 'Add Addendum' dialog box. The dialog box has a title bar with the text 'Add Addendum' and a close button. It contains several fields and a checkbox. The fields are: 'Plan Date' with the value '12/1/2017', 'Received Date' with the value '12/2/2017', 'Effective Date' which is empty and has a red asterisk next to it, and 'Sensitive Document' which has a checked checkbox. Below these fields is a 'Description' text area. At the bottom left, there is a 'Document Upload' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right, there is a 'Create' button. Blue circles with numbers 1 through 7 are overlaid on the dialog box to indicate the order of steps: 1 on the 'Add Addendum' button, 2 on the 'Plan Date' field, 3 on the 'Received Date' field, 4 on the 'Effective Date' field, 5 on the 'Sensitive Document' checkbox, 6 on the 'Description' text area, and 7 on the 'Choose File' button.

2. **Plan Date** – Addendums are not used in the sample logic as they are considered as an add-on to an already approved PQCP. The plan date defaults to the PQCP plan date. You may change this to the date of the addendum. It will not impact samples with false producer qualification flags.
3. **Received Date** – enter the date the addendum was received.
4. **Effective Date** – enter the date the addendum was accepted.
5. **Sensitive Document** – this indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the addendum. Do not deselect unless your review of the addendum shows that there is no sensitive information in it and the Producer has indicated that they do not consider the information to be sensitive.
6. **Description** – Enter a description of the document, if desired.

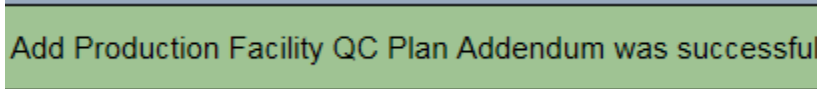
7. **Choose File** – Select this option to navigate to the addendum file. For an addendum, it should be in pdf format and include the pages only for the addendum.

An Open dialog box will appear.



- a. Navigate to the file location where you stored the addendum on your computer or network.
 - b. Select the Open option to upload the addendum.
8. Select the Create option to add the addendum to the production facility profile.

You will receive a message that the PQCP addendum was added successfully.



The addendum will appear with its own Status and Actions.

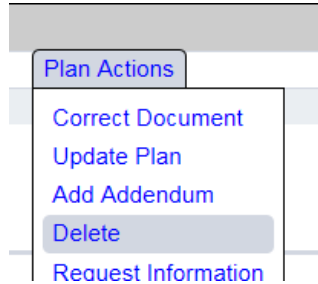
Type	Plan Date	Received Date	Information Requested Date	Information Received Date	Status [Effective Date]	Description	Proprietary Document
Plant/Prestressed Concrete Products							
QC Plan	9/1/2015	9/4/2015			In Review [9/7/2015]		✓ View Document Plan Actions
Addendum	9/1/2015	9/4/2015			In Review [9/10/2015]		✓ View Document Addendum Actions

Showing 1 to 2 of 2

Deleting a QC Plan

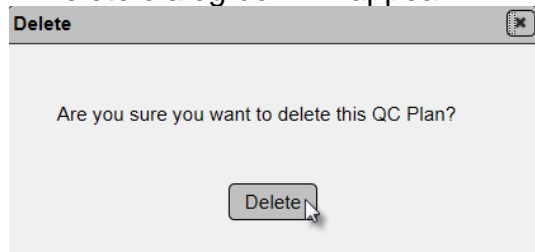
NOTE: Deleting a PQCP may affect the Production Facility status on production facilities that use the PQCP status as part of the sample logic which may result in false production facility flags on samples.

To delete a PQCP:



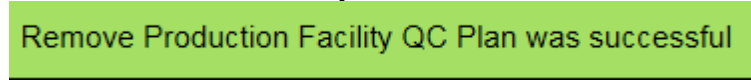
1. Select the Delete option.

A Delete dialog box will appear.



2. Select Delete to delete the PQCP.

The PQCP will be deleted from the production facility profile. You will receive a message that the PQCP was successfully deleted.



The production facility status for all production facilities except those with a material type of Aggregate or Non-structural concrete will be changed to Under Review.

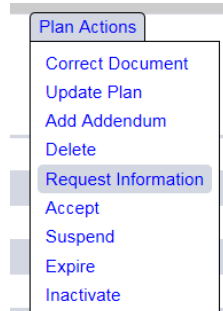
Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]	Update Production Facility	Delete Production Facility
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	Under Review [7/9/2015]		

Facility/Material Types

Requesting Information

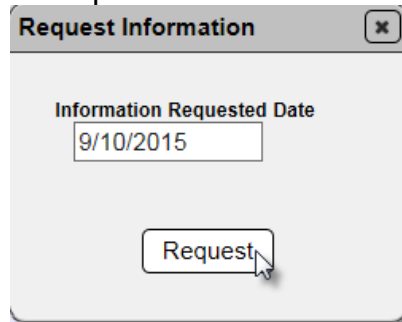
Under the QC Program, the DMRO or SMO may request information from the producer or that the production facility respond to a Department request. Production facility response time is a possible reason for PQCP suspension. The Request Information date field is a way of tracking production facility response time. This date starts the turnaround time clock. Another date is entered to end it. The difference between these two dates will be used to track response times.

To enter the date the information was requested and start the turnaround time clock:



1. Select the Request Information option.

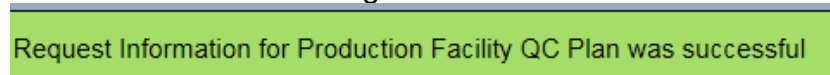
A Request Information dialog box will appear. It defaults to the current date selected.



3. **Information Requested Date** – select the date when the information was requested or the producer was notified of a needed response to FDOT.

4. Select the Request option to enter the date into the system.

You will receive a message that the date was added.

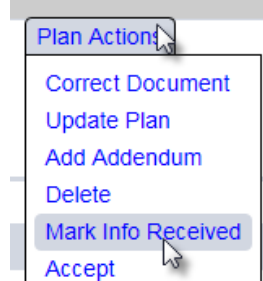


The Information Requested Date will appear on the QC Plan tab.

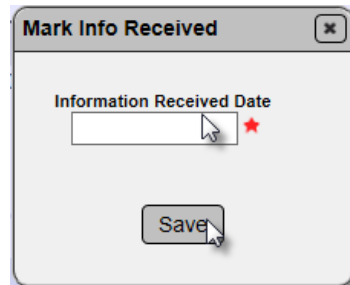
Acknowledging Requested Information Received

When the QC PMU designates an Information Requested Date, he must denote in MAC when the requested information was received or the requested action was performed. This stops the turnaround time and designates the number of days it took the production facility to respond.

To acknowledge the information was received or request was responded to:



1. Select the Plan Actions option.
2. Select the Mark Info Received option.



3. **Information Received Date** – enter the date the information was received or use the calendar feature to select it.
4. Select the Save option to save the date and designate the end of the turnaround time.

You will receive a message that the response time was marked complete.

Mark Response Received for Production Facility QC Plan was successful

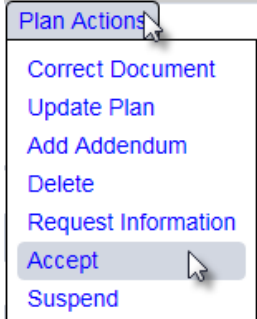
NOTE: QC PMUs do not have the ability to update the Information Requested or Information Received dates. If one of these is entered incorrectly and needs to be revised, contact the appropriate SMO technical expert for the material or a system administrator.

Designating the PQCP as Accepted

In most cases, in order to designate the production facility status as acceptable, the PQCP must be designated as Accepted.

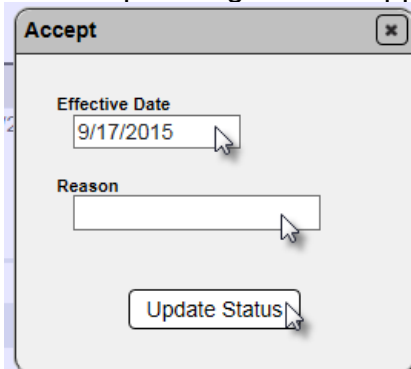
NOTE: For aggregate mines and terminals and non-structural concrete plants this does not apply.

To designate a PQCP as Accepted:



1. Select the Plan Actions option.
2. Select the Accept option.

An Accept dialog box will appear.



2. **Effective Date** – enter the effective date the acceptance will begin.
3. **Reason** – the Reason field is optional. Enter a reason, if desired.
4. Select the Update Status option to designate the PQCP as Accepted.

You will receive a message that the PQCP was updated to Accepted successfully.

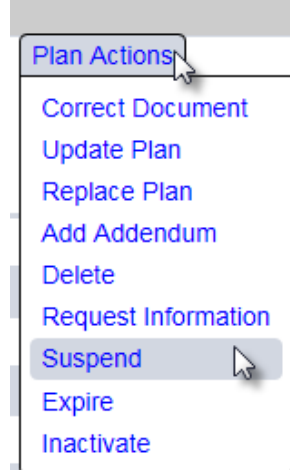
Approve Production Facility QC Plan was successful

The production facility status will be revised to QC Plan Accepted for the material type of the production facility except for aggregate and non-structural concrete production facilities.

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Accepted for Prestressed Concrete Products [9/17/2015]
Facility/Material Types					

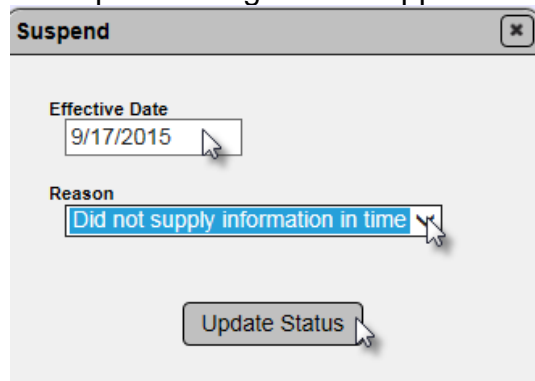
Suspending the PQCP

To designate a PQCP as suspended:



1. Select the Plan Actions option.
2. Select the Suspend option.

A Suspend dialog box will appear.



3. **Effective Date** – enter the Effective Date that the Suspension begins.
4. **Reason** – a Reason is required. Select the Reason for the Suspension from the dropdown list.
5. Select the Update Status option to suspend the PQCP.

You will receive a message that the PQCP was suspended.

Suspend Production Facility QC Plan was successful

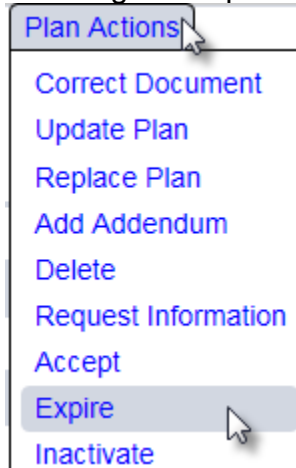
The production facility status will be revised to QC Plan Suspended for the material type of the production facility except for aggregate and non-structural concrete production facilities.

[Update Proc](#)

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Suspended for Prestressed Concrete Products [9/16/2015]

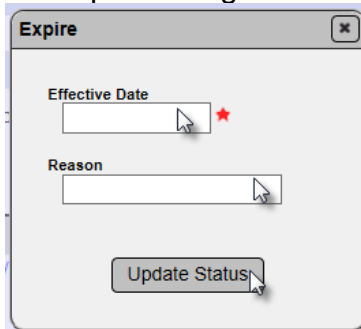
Expiring a PQCP

To designate a production facility as expired:



1. Select the Plan Actions option.
2. Select the Expire option.

An Expire dialog box will appear.

A screenshot of the 'Expire' dialog box. It has a title bar with the word 'Expire' and a close button. Inside the dialog, there are two input fields: 'Effective Date' with a red star next to it, and 'Reason'. Below these fields is an 'Update Status' button.

3. **Effective Date** – enter an Effective date the expiration took place.
4. **Reason** – the Reason field is optional. Enter a reason, if desired.
5. Select the Update Status option to designate the PQCP and Facility as Expired.

You will receive a message that the PQCP was expired.

Expire Production Facility QC Plan was successful

The production facility status will be revised to QC Plan Expired for the material type of the production facility except for aggregate and non-structural concrete production facilities.

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]	Update f
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Expired for Prestressed Concrete Products [9/17/2015]	

Facility/Material Types

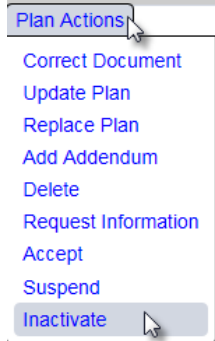
The production facility will no longer be listed on the Production Facility Listing report. It also will not be available for selection on a Contractor QC Plan.

Inactivating the PQCP

When a production facility notifies the DMRO or SMO that it does not wish to produce for FDOT contracts for an extended period, the QC Plan status can be designated as Inactive.

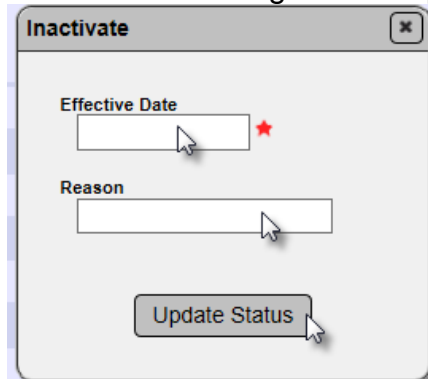
NOTE: This is governed by [Materials Manual 5.6 Quality Control Program Volume I](#).

To inactivate a PQCP:



1. Select the Plan Actions option.
2. Select the Inactivate option.

An Inactivate dialog box will appear.



3. **Effective Date** – enter an Effective date the inactivation is to begin.
4. **Reason** – the Reason field is optional. Enter a reason, if desired.
5. Select the Update Status option to designate the PQCP and Facility as Inactive.

You will receive a message that the PQCP was inactivated.

Inactivate Production Facility QC Plan was successful

The production facility status will be revised to QC Plan Inactivated for the material type of the production facility except for aggregate and non-structural concrete production facilities.

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Inactivated for Prestressed Concrete Products [9/17/2015]

Chapter 5 - Products

The next tab on the production facility profile is the Products tab. Most production facilities do not have products. The SMO QC PMUs are responsible for assigning all products to production facilities except for recycled asphalt pavement products assigned to asphalt plants which are managed by the DMRO Asphalt QC PMUs. For additional information on product management, see the [Product Management](#) manual.

Chapter 6 - Mix Designs

For asphalt production facilities, the mix design is not assigned on the production facility profile. Users with the DMO Asphalt role assign the asphalt mix designs to the production facility in the Mix Design module. These asphalt mix designs will appear on the mix design tab of the production facility profile. For structural concrete production facilities, the mix design assignments are derived from the distinct entries on the Contractor QC Plan that have been designated as Material Available by the PMU.

NOTE: Mix designs can only be viewed by users with the roles of DMO Asphalt, DMO Concrete, SMO Asphalt, SMO Concrete, or users with mix design access on the company profile of the mix design. If you do not have access to the Mix Design module, the mix designs under the mix design tab on a production facility will not have a hotlink to the mix design record.

To view a mix design from a production facility profile.



1. Click on the mix design number link.

The Mix Design module record for that mix design will appear.



The screenshot shows the 'Mix Design 1103-PZ-1' record page. It features a search bar at the top right and a navigation menu with options like 'Update Special Use Instructions', 'Update Dates', 'Update Status', 'Open for Corrections', 'Copy', and 'View for Print'. The main content area contains a table with the following data:

Mix Design Number	Request Number	Mix Design Type	Spec Version	Category	Managing District	Current Status
1103-PZ-1	0000799	Concrete	1002 - STRG Test 1, Mix Design [12345], v1.0	SP-4.75/TL-A	District 1	Approved

Additional fields include: Design Company (1002 - PZ - A), Qualification Area (PZ Quality Control Personnel Level III), Mix Designer (Created By: Preeti Zutshi), Effective Date (11/3/2016), Inspection Date (11/3/2016), Review Date (11/3/2017), Transferable (Yes), Mass Concrete (No), Hot Weather Flag (Yes), Environment Code (Extremely Aggressive), Light Weight Aggregate (No), Aggregate Correction (Designed Air Content: 55.0), Special Use Instructions, and Approval Sample (Verification Sample).

If it is an asphalt mix design, you can navigate back to the production facility profile by clicking on the Production Facilities tab to expand it and selecting the production facility id hotlink.



Structural concrete mix designs do not have a Production Facilities tab. You must navigate back to the production facility using the menu options and search screens.

Chapter 7 - Documents and Comments on the Production Facility Profile

Documents and comments are standard features on every area in MAC. For production facilities, the documents tab is not to be used for PQCP related documentation, except for QC stamps.

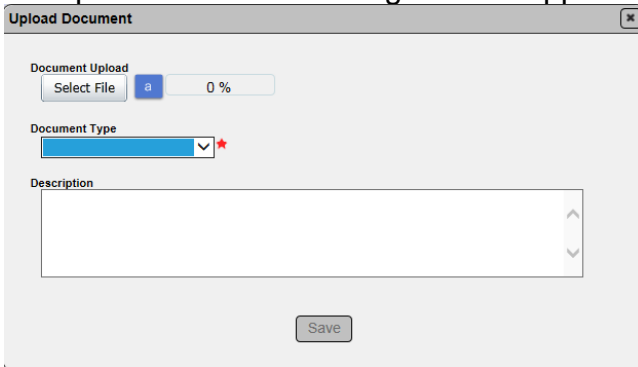
A. Adding Documents to a Production Facility Profile

If there are any attachments, such as supporting documentation to be added to the profile, use the Documents portion of the profile to add the documents.



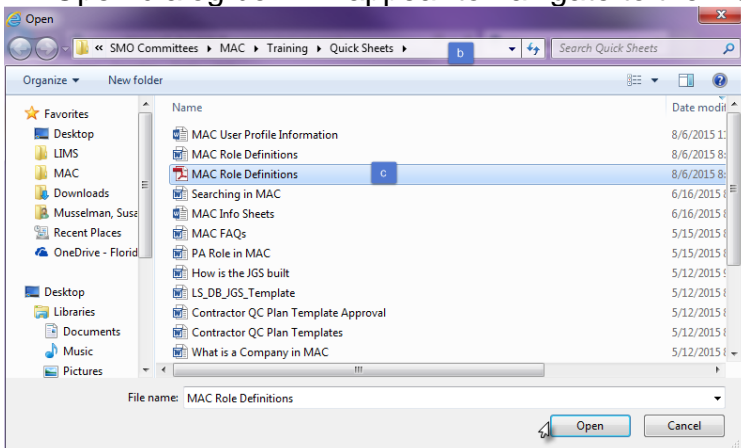
1. Click on the Documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box will appear.



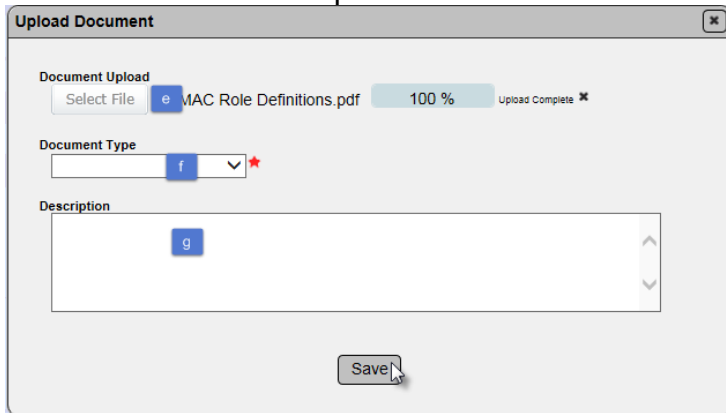
- a. Select the Select File option.

An Open dialog box will appear to navigate to the file you wish to upload.



- b. Navigate to the location where the file is stored.
- c. Select the file you wish to upload.
- d. Select the Open option.

The document will be uploaded to MAC.



- e. The Select File option will be grayed out when the document upload is at 100%.
 - f. **Document Type** – select the document type from the dropdown list; Approval Letter, Correspondence QC Stamp, Supporting Documents or Suspension Letter.
 - g. **Description** – enter a description, if applicable.
3. Select the Save option.

The system will notify you that the document was added successfully.

Add Document to Production Facility was successful

B. Viewing a Document on the Production Facility Profile

To view a document any user has uploaded to the production facility profile:

Name	Type	Description	Tests			
1 list.pdf	Accreditation	This is a document relate...	ASTM C39	View Document	Update	Delete

- 1. Select the View Document option.
MAC will download the document.



- 2. Select Open to open the download.
The document will be opened in the file format in which is was saved; for example, pdf.

C. Updating a Document on the Production Facility Profile

You can update the description of a document you uploaded to the production facility profile. You cannot update the description of a document someone else uploaded.

ation	This is a document relate...	ASTM C39	View Document	Update	Delete
-------	------------------------------	----------	-------------------------------	------------------------	------------------------

- 1. Select the Update option.

An Update dialog box will appear.

- a. Revise the Document type, if applicable by clicking on the dropdown list.
 - b. Revise the description, if needed.
2. Select Save to save the changes.

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

Update Production Facility Document was successful

D. Deleting a Document from the Production Facility Profile

You can delete documents you added to the production facility profile. You cannot delete documents added to the production facility profile by others.
To delete a document:

Tests

ate... ASTM C39 View Document Update Delete

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

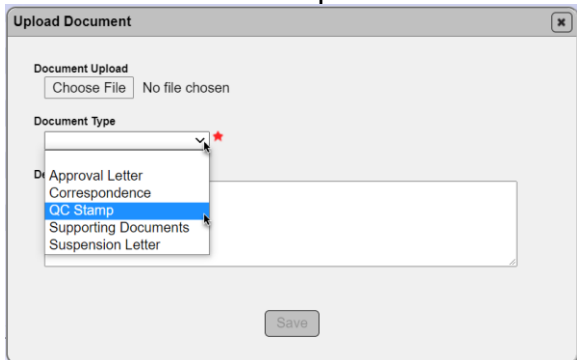
2. Select the Delete option to delete the document.

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

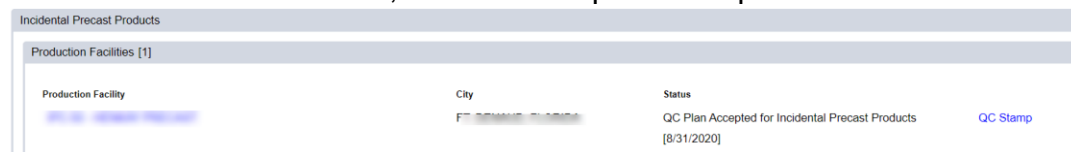
Delete Production Facility Document was successful

E. Producers with QC Stamps

SMO no longer maintains an internet site for Producer QC stamps. QC PMUs should upload the most current QC stamp as a document with a Document Type of QC stamp.



On the Contractor QC Plan, the QC Stamp hotlink opens this document.



Production Facility	City	Status
[REDACTED]	[REDACTED]	QC Plan Accepted for Incidental Precast Products [8/31/2020] QC Stamp

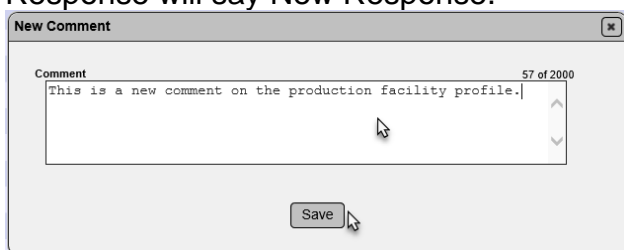
If the stamp has not been uploaded to the production facility documents tab, there is no hotlink.

F. Adding a Comment or a Response



1. Click on the Comments tab to expand it.
2. To add a comment, select the New Comment option.
3. To respond to someone else's comment, select the Add Response option.

The dialog box for either option will be the same, except Comments will say New Comment and Response will say New Response.



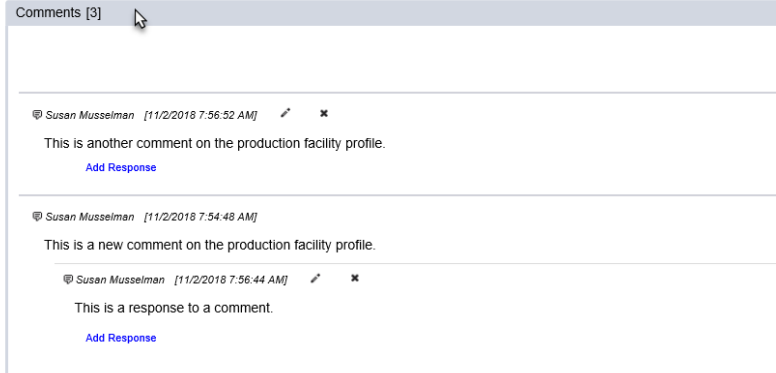
4. **Comment/Response** – add your comment or response.
5. Select the Save option.

For either action you will receive a message that the comment (response) was successfully added.

Add Comment To Production Facility Comment was successful

G. Viewing Comments and Responses

Comments and responses display directly under the comments tab.



1. Click on the Comments tab to expand it.

Comments are listed newest to oldest.

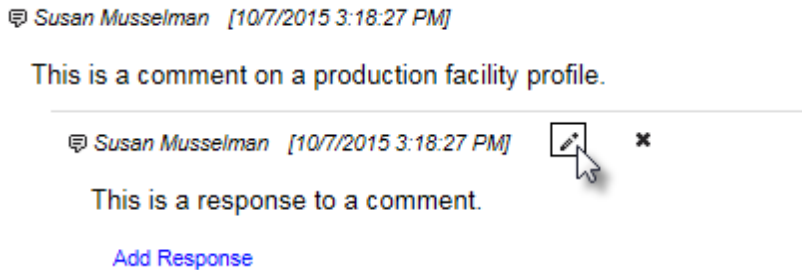



2. To change the order, deselect the Show Newest Comments First option.

H. Updating a Comment or Response

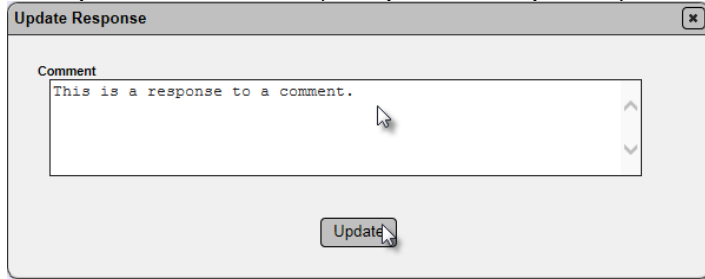
You can update a comment or response that you entered on a production facility profile. You cannot update comments and responses made by others.

To update a comment or response:



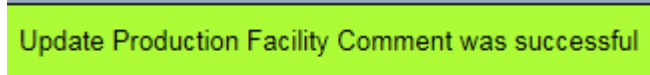
1. Click on the Update option () to select it.

An Update Comment (or Update Response) dialog box would appear.



2. Revise the comment or response, as needed.
3. Select the Update option.

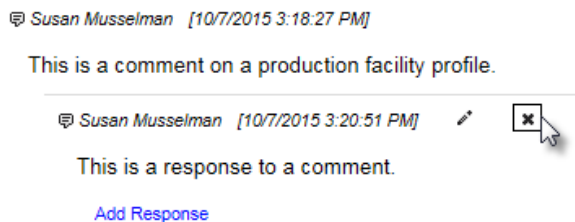
You will receive a message that the comment or response was updated successfully.



I. Deleting a Comment or Response from the Production Facility Profile

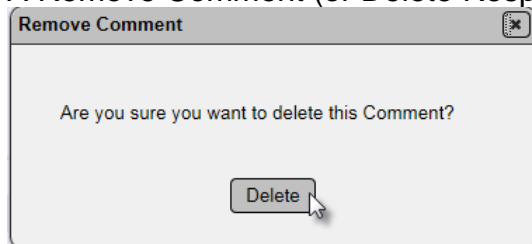
You can update a comment or response that you entered on a production facility profile. You cannot update comments and responses made by others. If a comment has a response, it cannot be deleted unless the response is deleted.

To delete a comment:



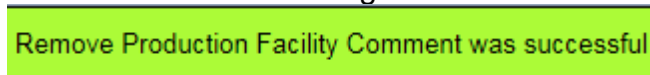
1. Click on the Delete option (*) to select it.

A Remove Comment (or Delete Response) dialog box would appear.



2. Select the Delete option.

You will receive a message that the comment or response was deleted successfully.



Chapter 8 – Associated Production Facilities

The Associated Production Facilities tab gives the QC PMU the ability to tie together different production facilities with different material types in the system. This only applies to production facilities that are located at the **same physical location**, but governed by different PQCPs. For example, a plant might be entered into MAC as a precast concrete products plant, an incidental precast plant, a structural concrete plant and a prestressed concrete products plant. They are really all the same plant, but have different FDOT Production Facility Ids for each QC Program material and four different PQCPs. Associating all four plant ids to each other links the individual production facility profiles together. Do not use it to associate facilities that are not at the same physical location, like satellite plants.

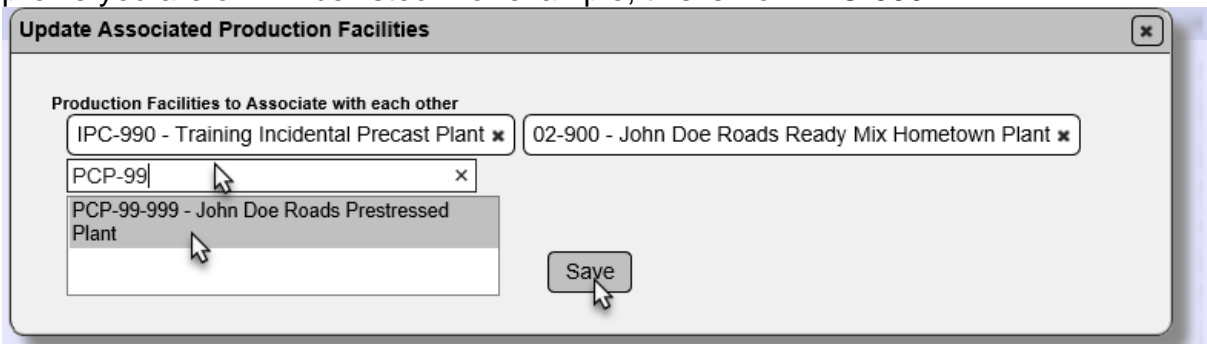
To associate production facilities:

[Click to Collapse](#)

 [Update Associated Production Facilities](#)

1. Select the Update Associated Production Facilities option.

The Update Associated Production Facilities dialog box will appear. The production facility for the profile you are on will be listed. For example, this is from IPC-990.

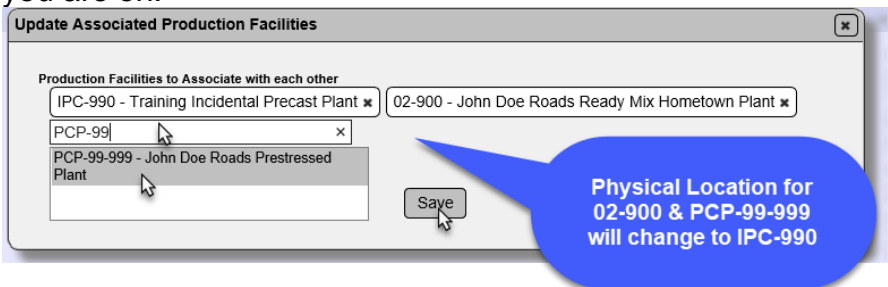


2. **Production Facilities to Associate with each other** – enter production facility id of the associated facility.

3. Repeat for any additional production facilities.

3. Select Save to associate the facilities to each other.

NOTE: If you associate existing production facilities with different physical locations, the location of the associated facilities will be updated to the physical location of the production facility profile you are on.



The associated facility or facilities will be listed on the profile under the associated facilities tab.

Associated Production Facilities [2]

- 1 [02-900 - John Doe Roads Ready Mix Hometown Plant](#)
- 2 [PCP-99-999 - John Doe Roads Prestressed Plant](#)

Showing 1 to 2 of 2

You will receive a message that the facility association was successful.

Update Associated Production Facilities was successful

Chapter 9 – Production Facility History

The production facility history shows a list of some of the changes made to the production facility profile, such as PQCP additions or QC Plan status changes.

Production Facility History [4]

Status [Effective Date]	Description	Reason	Date	User
QC Plan In Review for Plant/Sign Structure [12/7/2015]			12/7/2015 3:30:11 PM	Sue Rose
QC Plan Accepted for Plant/Sign Structure [12/7/2015]			12/7/2015 3:30:16 PM	Sue Rose
QC Plan Removed for Plant/Sign Structure [10/4/2018]			10/4/2018 8:28:54 AM	Timothy McCullough View QC Plan
QC Plan Accepted for Plant/Sign Structure [10/4/2018]			10/4/2018 8:28:54 AM	Timothy McCullough

Showing 1 to 4 of 4

Chapter 10 – Production Facility Inspections

At the direction of the DMREs and the SMO Lead Staff, production facility inspections under the QC Program and Aggregate Control Program are entered in MAC. The purpose of this entry is to track materials related issues under the QC Program and Aggregate Control Program; for instance, the number of inspections performed, or the common issues encountered. The inspection checklists ensure that inspections are conducted consistently across the state. The QC PMU is responsible for entering the inspection results into MAC. You can enter the data directly in MAC using a device with internet connectivity during the inspection at the production facility. Or the reports can also be printed so that the inspection can be documented manually and the results entered when you return to the office. If the inspection is conducted using hard copy checklists, the completed checklists should be attached to the inspection record in MAC. If you wish to do this, you must first create the inspection record in MAC, generate the checklists, and then print the checklists ([Printing Multiple Checklists](#)). Later, when the checklists are completed manually, return to the inspection record and record the results on the inspection record. Or you may use a MAC report to create printouts of the most current checklists ([Current Checklist Report](#)).

A. Creating a Production Facility Inspection

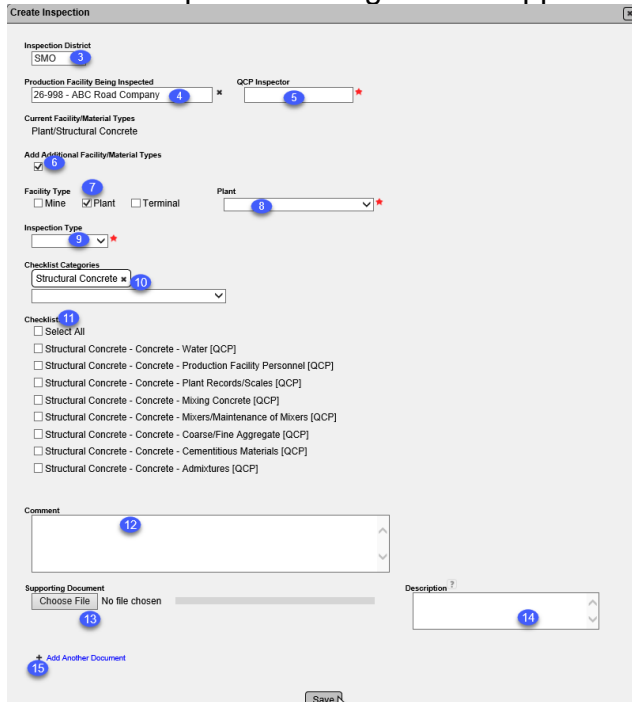


1. Select Inspections from the menu.



2. Select the Create Inspection option.

A Create Inspection dialog box will appear. Not all fields will appear on every inspection.

A screenshot of the 'Create Inspection' dialog box with numbered callouts (1-15) pointing to various fields and controls. 1. Inspection District: SMO. 2. Production Facility Being Inspected: 26-998 - ABC Road Company. 3. QCP Inspector: (empty). 4. Current Facility/Material Types: Plant/Structural Concrete. 5. Add Additional Facility/Material Types: checked. 6. Facility Type: Plant (checked), Terminal (unchecked). 7. Plant: (empty dropdown). 8. Inspection Type: (empty dropdown). 9. Checklist Categories: Structural Concrete. 10. Checklist: (empty list). 11. Comment: (empty text area). 12. Supporting Document: Choose File. 13. Description: (empty text area). 14. Add Another Document: (button). 15. Save: (button).

3. **Inspection District** – enter the district of the QCP Inspector performing the inspection.

4. **Production Facility Being Inspected** – enter the production facility id being inspected. MAC will populate the plant type and material type. The material type will be used to select the applicable checklists.

5. **QCP Inspector** – enter the name of the QCP Inspector. If the inspection is being conducted by a team, enter the name of the team leader.

6. **Add Additional Material Types** – if the production facility has more than one production facility or material type on the same facility id, you can check the Add Additional Facility/Material Types check box.

7. **Facility Type** – select Mine, Plant, Terminal. This will give you an additional dropdown list to indicate the material type.

8. **Material Type** – select the MAC material type for the associated checklists.

NOTE: Associated facilities typically have different material types, each having its own Production Facility Id. By selecting these options on a Facility Id with multiple Ids and material types, MAC will only credit the original production facility id with the inspection. For example, associated IPC-990 and PCP-99-999; if IPC-990 is the selected Production Facility Id with a material type of incidental precast and you use these options to add the prestressed concrete products checklists to the inspection, PCP-99-999 will not get credit as inspected on the production facility profile.

9. **Inspection Type** – if the inspection has an inspection type, select the appropriate type from the dropdown list. Not all inspections have an inspection type.

10. **Checklist Categories** – select the checklist categories for the production facility material type of the production facility being inspected. This will generate a list of the checklists associated to that material type.

Checklists

- Select All
- Structural Concrete - Concrete - Water [QCP]
- Structural Concrete - Concrete - Production Facility Personnel [QCP]
- Structural Concrete - Concrete - Plant Records/Scales [QCP]
- Structural Concrete - Concrete - Mixing Concrete [QCP]
- Structural Concrete - Concrete - Mixers/Maintenance of Mixers [QCP]
- Structural Concrete - Concrete - Coarse/Fine Aggregate [QCP]
- Structural Concrete - Concrete - Cementitious Materials [QCP]
- Structural Concrete - Concrete - Admixtures [QCP]

11. Select the checklists that will be included in the inspection. If all checklists are to be used, select the Select All option.

12. You may include comments in the comments field. These comments will not appear on the final report.

13. If you want to save backup documentation with the inspection record, use the Choose File to navigate to the supporting documentation.

14. **Description** – you may add a description of the supporting document.

15. **+ Add Another Document** – if you wish to add more than one file, select the + Add Another Document option.

16. Select Save when you are ready to create the inspection record.

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

Create Production Facility Inspection was successful

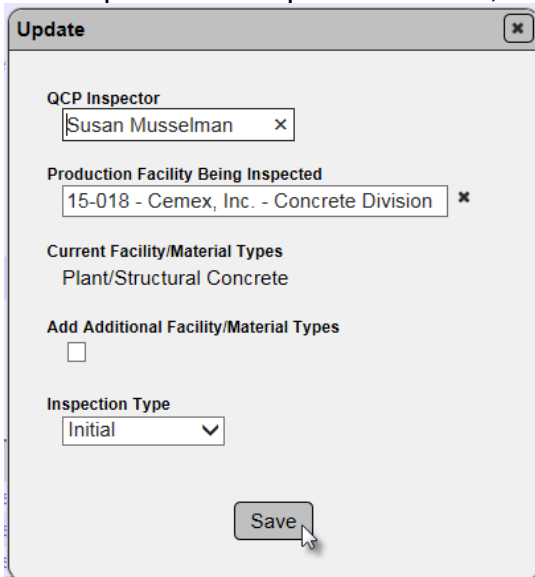
B. Performing an Inspection

Now that you have created the inspection record, you can perform the inspection by completing the checklist(s) attached to the inspection record. You may complete the checklists one at a time or complete multiple checklists at once.

Updating the Inspection Record

Update

1. To update the inspection record, select the Update option.



An Update dialog box will appear.

2. Revise the information as needed.

3. Select the Save option to save the changes to the inspection record.

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

Update Evaluation was successful

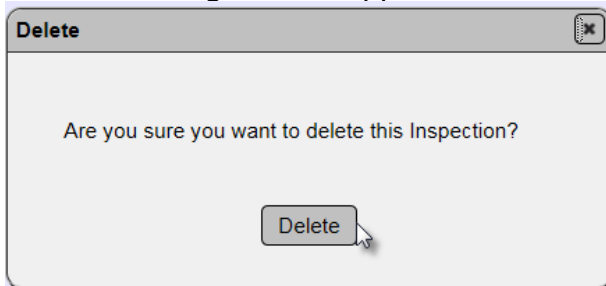
Deleting an Inspection Record

Update

Delete

1. If you need to delete an inspection record, select the Delete option.

A Delete dialog box will appear.



2. Select Delete.

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

Delete Evaluation was successful

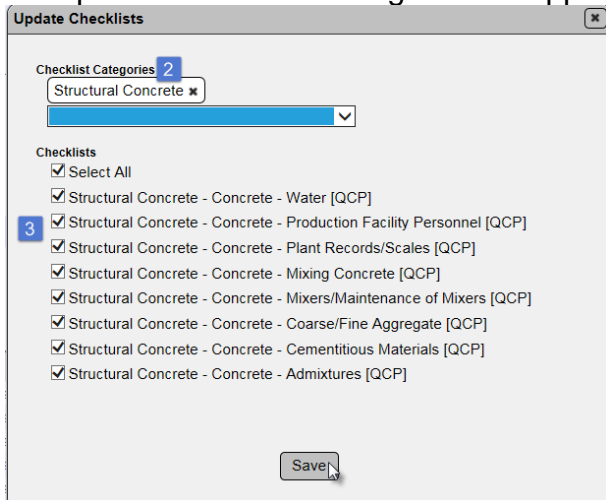
NOTE: You **cannot** delete an inspection record if you have generated a QCPIR.

Updating the Checklists

[Update Checklists](#) [Complete Multiple Checklists](#) [Print Multiple Checklists](#)

1. If you need to revise the checklists that are on the inspection record, select the Update Checklists option.

An Update Checklists dialog box will appear.



2. Select or unselect the checklist categories to revise the list of available checklists.

3. Select or unselect the checklists to add or delete them from the inspection record.

4. Select Save to save the new checklists to the inspection record.

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

Update Evaluation's Checklists was successful

Performing a Single Checklist

Structural Concrete

Water

Concrete

In Progress

Perform Checklist

Production Facility Personnel

Concrete

In Progress

Perform Checklist

1. To perform a single checklist, select the Perform Checklist option next to the checklist you want to complete.

A Perform Checklist dialog box will appear.

Concrete - Water [QCP]

	P	F	N/A
Water			
1. Is the source of the batch water being used as shown in the QC plan?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. The water test reports available for review?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. If the source of batch water is from a well, was it tested once every three months or once every six months based on the reduced sample frequency of Specification Section 923?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. If the source of batch water is from an open body of water, was it tested monthly?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. If the source of water used for sprinkling the coarse aggregate stockpile is recycled water, was it tested monthly?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6. If the source of water used for sprinkling the coarse aggregate is reclaimed water, is it being tested once every three months or once every six months if the past eight consecutive tests have passed?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7. Is the water added at the batch plant measured within an accuracy of 1% of the targeted amount?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Remarks

Date: 10/28/2015 QCP Inspector: Susan Musselman

Save Submit

2. The checklist items on an inspection checklist default to N/A. Change the reviewed items to P for passing or F for failing.

3. Include any remarks in the Remarks field.

NOTE: These remarks will not appear on the final report.

4. **Date** – if the checklist was performed on a date different than the date on the inspection record, revise the date.

5. Select Save to save the checklist, but not submit it.

6. Select Submit to submit the checklist as complete.

With either option, you will receive a message that the checklist was performed successfully.

Perform Checklist was successful

NOTE: You will receive an error if you attempt to save or submit a checklist with all items designated as N/A.

ERROR: N/A is not acceptable for all responses

Save

Submit

Completing Multiple Checklists

[Update Checklists](#)
 [Complete Multiple Checklists](#)
 [Print Multiple Checklists](#)

1. If you wish to perform more than one checklist at a time, select the Complete Multiple Checklists option.

A Complete Multiple Checklists dialog box will appear with the checklists selected when the inspection record was created.

Complete Multiple Checklists

Select Checklists to Perform

- Structural Concrete - Concrete - Water [QCP]
- Structural Concrete - Concrete - Production Facility Personnel [QCP]
- 2** Structural Concrete - Concrete - Plant Records/Scales [QCP]
- Structural Concrete - Concrete - Mixing Concrete [QCP]
- Structural Concrete - Concrete - Mixers/Maintenance of Mixers [QCP]
- Structural Concrete - Concrete - Coarse/Fine Aggregate [QCP]
- Structural Concrete - Concrete - Cementitious Materials [QCP]
- Structural Concrete - Concrete - Admixtures [QCP]

Concrete - Water [QCP]

		P	F	N/A
Water				
1.	Is the source of the batch water being used as shown in the QC plan?	✓	○	○
2.	The water test reports available for review?	○	○	✓
3.	If the source of batch water is from a well, was it tested once every three months or once every six months based on the reduced sample frequency of Specification Section 923?	○	○	✓
4.	If the source of batch water is from an open body of water, was it tested monthly?	○	○	✓
5.	If the source of water used for sprinkling the coarse aggregate stockpile is recycled water, was it tested monthly?	○	○	✓
6.	If the source of water used for sprinkling the coarse aggregate is reclaimed water, is it being tested once every three months or once every six months if the past eight consecutive tests have passed?	○	○	✓
7.	Is the water added at the batch plant measured within an accuracy of 1% of the targeted amount?	○	○	✓

Remarks

4

Date **5** QCP Inspector
 Susan Musselman

2. Select or unselect the checkboxes for the checklists you wish to perform.

3. Complete the selected checklists by revising the reviewed items to P or F.

4. **Remarks** – include any remarks about the inspection findings in the remarks section. These remarks will not appear in the final report.

5. **QCP Inspector** – on the first checklist, the footer defaults to the QCP Inspector and date from the inspection record. You cannot change the inspector on the first checklist. The main inspector should always perform the first checklist.

6
Concrete - Mixing Concrete [QCP]

7

		P	F	N/A
Mixing Concrete				
1.	Is the batching sequence in accordance with the Specifications?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
2.	Is the mixing at the proper drum speed?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
3.	Is the concrete batched within the mixer rating plate capacity?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
4.	Is all water going into the mixer is metered or weighed?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
5.	If a central mixer is used, is the concrete mixed a minimum of two minutes or as accepted in the quality control plan?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
6.	Are the admixtures measured separately?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
7.	Are the admixtures added with the mixing water?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
8.	Are cementitious materials are weighed independently from other materials?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
9.	Is the cement weighed first when using a cumulative weigh hopper?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Remarks

8

Use the Footer Info from First Checklist 9

Date: 10/28/2015 QCP Inspector: Susan Musselman

6. Complete each checklist selected.
7. Designate inspected items as P or F.
8. Include remarks, if desired.
9. **Use the Footer Info from First Checklist** – on the second and any following checklists, you will be given an option to revise the name of the QCP Inspector.

Use the Footer Info from First Checklist

Date: 11/1/2018 QCP Inspector: Susan Musselman

Unselect the Use the Footer info form the First Checklist to designate a different QCP Inspector or date.

Use the Footer Info from First Checklist

Date: QCP Inspector: *

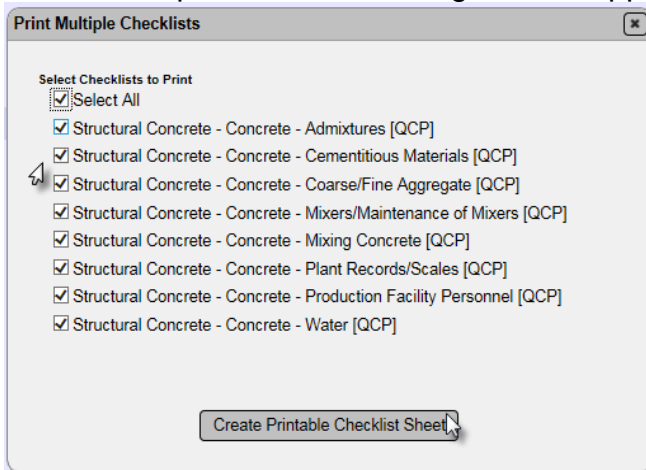
10. Select Save to save the checklist, but not submit it.
11. Select Submit to submit the checklist as complete.

Printing Multiple Checklists

[Update Checklists](#) [Complete Multiple Checklists](#) [Print Multiple Checklists](#)

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

A Print Multiple Checklists dialog box will appear.

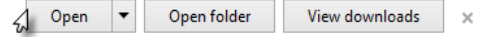


2. To print all the checklists on the inspection record, leave the checkboxes selected. To print only some of them, deselect the checklists you don't want to print.

3. Select the Create Printable Checklist Sheet option.

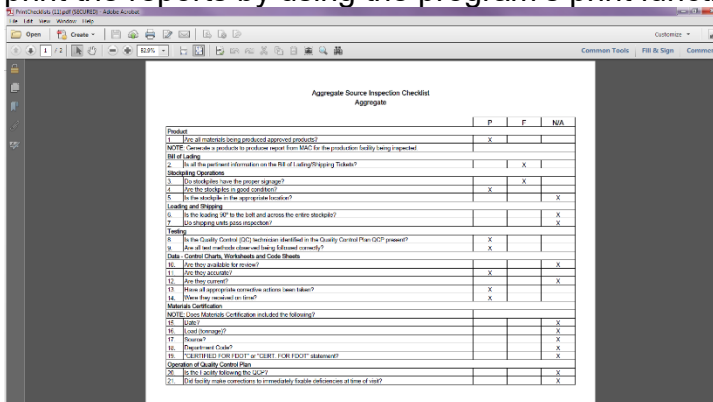
MAC will download the forms. A download dialog box will appear.

The PrintChecklists (11).pdf download has completed.



4. 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, for example, Adobe Reader. You can print the reports by using the program's print function.



Current Checklist Report

There is a report in MAC that allows you to print the most current checklists for evaluations and inspections.



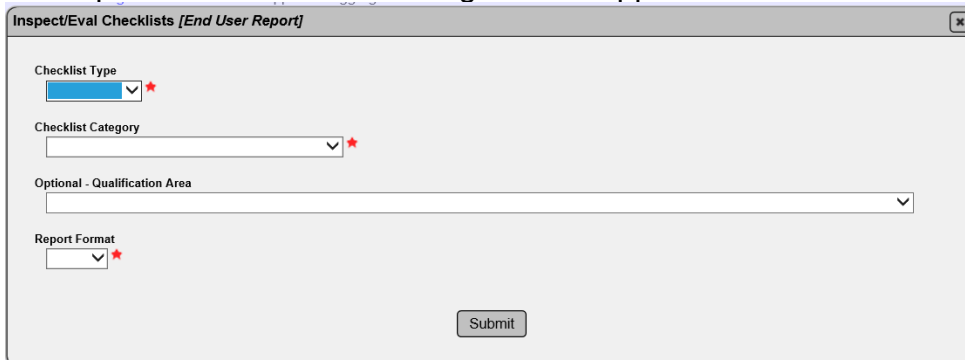
1. Select the Reports menu option.

The report can be used to print production facility inspection checklists.



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

An Inspect/Eval Checklists dialog box will appear.



3. **Checklist Type** – Select QCP (not inspection) for production facility inspection.

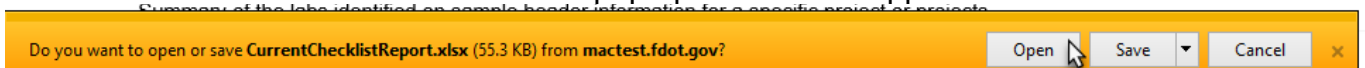
4. **Checklist Category** – select the production facility material type. Be careful as this dropdown includes materials for IA evaluations. For example, concrete is for an IA evaluation of a Concrete Field Level I technician. Structural concrete is for the production facility inspections.

5. **Optional – Qualification Area** – Not needed for production facility inspections.

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.

The screenshot shows an Excel spreadsheet titled "Checklist Report" with a date of 2/13/2019 11:26:03 AM. The spreadsheet contains the following information:

- Disclaimers:**
 - 1) This Checklist is the most recent checklist available. If you are looking up an existing inspection this Checklist may not match the version used during that inspection.
 - 2) This is not an official document. This document is only provided to assist in data entry for inspections. MAC is the official system of record for the Checklist information.
- Form Fields:**
 - Inspection/Observation Date: [Empty]
 - Facility or Lab/Technician TIN and Email (if needed): [Empty]
 - Inspector/Observer Name: [Empty]
 - Title: Concrete
 - Checklist Type: QCP
 - Checklist Group Name: Admixtures
 - Version: 3
 - Categories: Structural Concrete
 - Test Method: [Empty]
- Checklist Questions:**

		P	F	N/A
1 Question	Are the admixtures being used as shown in the QC plan?			
2 Note	Include the brand, delivery date and dispenser calibration date in the remarks.			
3 Question	Are the Admixture dispenser certification reports available for review?			
4 Question	Are the Admixture dispensers certified annually?			
5 Question	Is the dispensing equipment for calcium nitrite calibration report on file?			
6 Question	Is the dispensing equipment for calcium nitrite calibrated quarterly?			
- Navigation:** The "Admixtures" tab is selected in the bottom ribbon, which also includes "Cementitious Materials", "CoarseFine Aggregate", "MixersMaintenance of Mixers", "Mixing Concrete", and "Plant RecordsScales".

Worksheet for each checklist

NOTE: If you already created an evaluation, use the [Printing 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.

C. Generating the Quality Control Program Inspection Report (QCPIR)

When you have completed the checklists, you can generate the final inspection report from MAC and send it to the appropriate production facility personnel and other recipients.

NOTE: Once a QCPIR is generated, it cannot be deleted. Some items cannot be revised. Please ensure the information is correct and complete **BEFORE** generating the report.

Update Generate Report(s) Delete

1. Select the Generate Report(s) option.

A Generate Report(s) dialog box will appear.

2. **Turn Around Time** – select a Turn Around Time date from the calendar.

3. **Recipients** – select or deselected the appropriate recipients.

a. In many cases, the only person from the production facility who should receive the QCPIR is the QC Manager unless the production facility has informed you that the contact person or profile manager also wants to receive it.

b. **Other** – if additional personnel not listed on the production facility profile have requested to receive copies of the QCPIR, use the Other option to add the name and address.

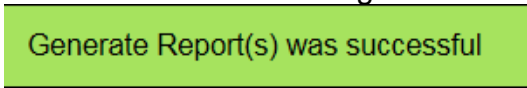
c. **+ Add Recipient** – if more than one additional personnel is needed, select the + Add Recipient option to add another name and email field. Repeat until all recipient names and emails are listed.

4. **Comments** – this is the location you enter comments that will appear on the final report. If you made comments in the remarks section that you would like to appear on the final report, you should copy and paste them or retype them here.

5. **Choose File** – if you want to attach supporting documents, for example the printed checklists that you filled out manually, use the Select File option to navigate to the location of the file you wish to attach. You will need to scan the backup documentation into an electronic file to attach it to the QCPIR.

6. When you are ready, select the Generate option to generate the report. It will automatically be sent to the recipients.

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

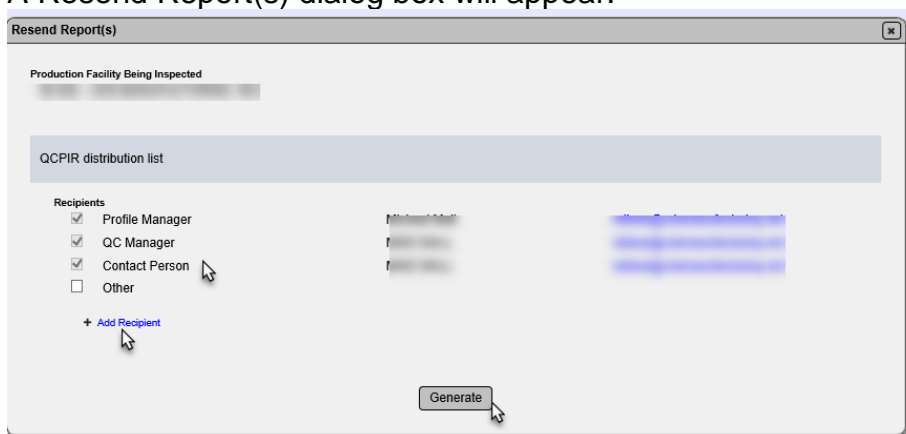


D. Resending the Report

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

[Resend Report\(s\)](#) [Open Inspection](#)

1. Select the Resend Report(s) option. A Resend Report(s) dialog box will appear.



2. Revise the recipient list as needed. Correct any incorrect email addresses.
3. Select the Generate option to resend the report.

E. Viewing a Generated Report

The QCPIR can be viewed under the Report History Tab.

Report History					
Evaluation Status	Date	QCPIR Status	QCPIR	Previously Generated Reports	Attachments
In Progress	11/3/2016				
Report Generated	11/1/2018	Unsatisfactory	11/1/2018		

1. Select the Report History tab to expand it.
2. Click on the blue date link under the QCPIR header to open a specific report.

A download popup will appear.



4. Select Open.

The QCPIR will be opened in a program compatible with pdf files, for example, Adobe Reader.

(Revised)

FDOT STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
QUALITY CONTROL PROGRAM INSPECTION REPORT

Facility ID:	PC-9999	QC Manager:	Susan Musselman
Description:		Email Address:	smuss@doeconst.com
Company Profile Name:	John Doe Construction Company, Inc.	Telephone No.:	(555) 111-1111
Facility Address:	123 North Main Street Suite A20, Hometown, FL 33999		

MAC Evaluation ID:	0000001610	Evaluation Type:	Quality Control Program Inspection
Date(s) of Inspection:	11/2/2015	Category:	Precast Drainage Structures
Report Status:	Unsatisfactory	Inspection Type:	Initial

Checklist: Precast		FAILED
Failed Step : 4	Does the concrete design mix being used meet the requirements of the Contract Documents?	
Checklist: Precast		FAILED
Failed Step : 1	Has QC performed a measurement of dimensions visual inspection of all products on 20% of each lot prior to qc stamping?	
Checklist: Precast		PASSED
Checklist: Precast		PASSED
Checklist: Precast		PASSED
Checklist: Precast		PASSED

If a report contains a checklist where all items are “P” or “P” and “N/A”, the report will document the checklist as PASSED and show no items on the report. If the report contains a checklist where any item is designated as “F”, the report will document the checklist as FAILED and show the specific missed items.

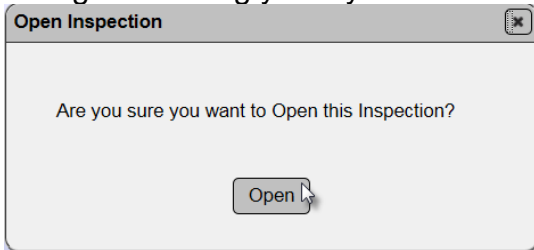
F. Reopening the Report for Revisions

Sometimes a revision needs to be made to a report that was already generated. The Open Inspection option will **REQUIRE** you to revise the report and then resend the revised report.

[Resend Report\(s\)](#) [Open Inspection](#)

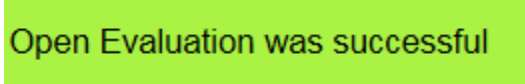
1. Select Open Inspection.

Because you are reopening the inspection and are required to make an update, you will see a dialog box asking you if you are sure.



2. Select Open **ONLY** if you need to make changes. Do **NOT** select open to view the report. If you need to view the report only, see [E. Viewing a Generated Report](#).

You will receive a message that the inspection was successfully opened.



Now you need to make the changes. Follow the instructions for revising checklists found in [Performing a Single Checklist](#) or [Completing Multiple Checklists](#). Generate a revised QCPIR as described in [C. Generating the Quality Control Program Inspection Report \(QCPIR\)](#).

NOTE: If you reopen the inspection report and you do not make at least one change, you will not receive the option Generate Report(s). You **MUST** make a change to have the ability to regenerate the QCPIR and get the Inspection status out of “In Progress”. You cannot update a checklist and then update it again back to the original entries. For example, you can’t change a step that is “P” to “N/A” and back to “P”. MAC will recognize this and the Generate Report(s) option will not appear.

When you regenerate the report the header will be shown with “Revised”.

FDOT		STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		(Revised)
		QUALITY CONTROL PROGRAM INSPECTION REPORT		
Facility ID:	PC-9999	QC Manager:	Susan Musselman	
Description:		Email Address:	smuss@jdoeconst.com	
Company Profile Name:	John Doe Construction Company, Inc.	Telephone No.:	(555) 111-1111	
Facility Address:	123 North Main Street Suite A20, Hometown, FL 33999			
MAC Evaluation ID:	000001610	Evaluation Type:	Quality Control Program Inspection	
Date(s) of Inspection:	11/2/2015	Category:	Precast Drainage Structures	
Report Status:	Unsatisfactory	Inspection Type:	Initial	
Checklist: Precast				FAILED
Failed Step : 4				Does the concrete design mix being used meet the requirements of the Contract Documents?

G. Documents and Comments on an Inspection Report

Adding, updating and deleting documents, comments and replies to comments on an inspection report tab works the same as adding them to the profile. See [Chapter 7 - Documents and Comments on the Production Facility Profile](#).

H. Modifying and Stopping Turn Around Time

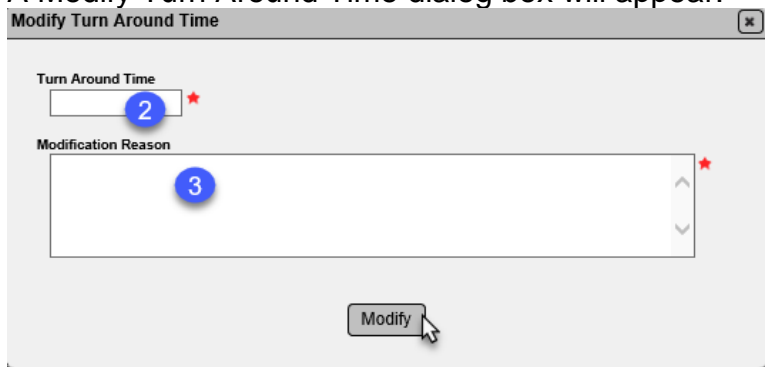
The Turn Around Time feature is used to track the production facility's response time for failing inspection item(s). The production facility should respond outside of MAC within the time set by the inspector. The length of the turnaround time will depend on the severity of the failing step. If the turnaround time needs to be extended, you can do so using the Modify Turn Around Time option. When the production facility responds to the failing inspection item(s), the turnaround time should be stopped.

Modifying Turn Around Time



1. Select the Modify Turn Around Time option.

A Modify Turn Around Time dialog box will appear.



2. **Turn Around Time** – enter a new date for the turnaround time.
3. **Modification Reason** – enter a reason for providing more time for the production facility's response.
4. Select the Modify option.

You will receive a message that the turnaround time was successfully updated.

Update TAT was successful

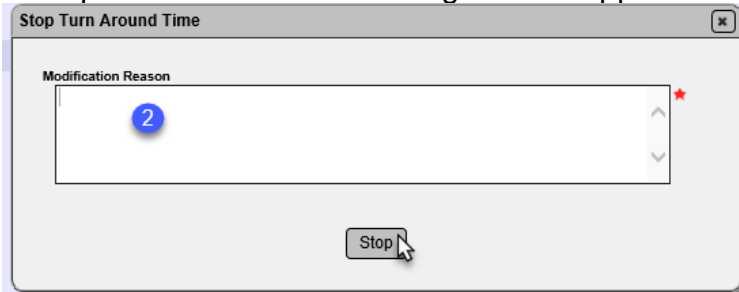
Stopping Turn Around Time

When the producer has responded adequately, stop the turnaround time.



1. Select the Stop Turn Around Time option.

A Stop Turn Around Time dialog box will appear.



2. **Modification Reason** – enter a reason for the stoppage; for example, production facility has addressed all deficient items.

3. Select the Stop option.

You will receive a message that the turnaround time was successfully stopped.

Stop TAT was successful