



Florida Department of TRANSPORTATION



FDOT Review of QC Plans

April 15, 2020



Contents

Introduction.....	3
Chapter 1 – QC Program Material Types other than Asphalt, Earthwork or Structural Concrete.....	5
A. Steel and Miscellaneous Metal and Galvanized Product Material Types	5
B. Precast and Prestressed Concrete Products	17
C. Flexible Pipe and Fiber Reinforced Materials.....	18
D. Timber.....	18
Chapter 2 – PA Review of the CQCP	19
A. Reviewing QC Manager Information	19
B. Reviewing the Asphalt, Earthwork and Structural Concrete Information	19
4. Structural Concrete Mix Designs.....	20
D. Reviewing Other Materials	20
F. Accepting a Portion of the CQCP	21
G. Rejecting a Portion of the CQCP.....	22
I. Reviewing a Returned Corrected Portion.....	23
J. Reviewing the Laboratory Test Method Status.....	23
Chapter 3 – PA Commercial Inspection Response and Review	26
Chapter 4 – Comments.....	29
A. Adding a Comment to the CQCP	29
B. Updating a Comment on the CQCP	29
C. Deleting a Comment on the CQCP	30
D. Responding to Another’s Comment	31
E. Updating a Response.....	32
F. Deleting a Response.....	32
Chapter 5 – Documents.....	33
A. Adding a Document to the CQCP	33
B. Viewing Uploaded Documents	34
C. Updating a Document Description.....	35
D. Deleting an Uploaded Document	36
Chapter 6 – Viewing a CQCP for Print	37
Chapter 7 – CQCP Addendums	38
Chapter 8 – DMRO Review of Structural Concrete Production Facilities and Mix Designs.....	40

Introduction

The Contractor QC Plan (CQCP) in MAC is how Contractors submit their QC plan per Specifications Section 105 for contracts let on or after July 1, 2015. Contracts let before July 1, 2015 will submit hard copy plans until the contract is complete. No entries are required in MAC for contracts let before July 1, 2015.

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

Any user with the company role of Data Entry can create a CQCP. Access to CQCPs cannot be shared with other companies by Grant Access. Once a CQCP is created, it belongs to the company of the user and cannot be updated by users in another company. The CQCP does not have to be created by the Prime Contractor. It can be created by a subcontractor or QC firm, but that company must be responsible for all data entry for all companies.

What is on a CQCP?

The CQCP may include, if applicable:

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

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

There are two frequent questions about CQCPs. The two questions are:

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

For most contracts, the answer is yes to both questions. If there is one QC Program material on the contract, you need a CQCP and a CQCM. There are a few contracts, like a landscape job with no other work categories, that do not have any of these materials. In that case, the contract does not need a CQCP or a CQCM. Why would you need a CQCM when there is no asphalt, earthwork or concrete, but there is one of the other QC Program materials? The material delivery, storage and placement of any QC Program material must be performed within the Contractor's QC Operations under the direction of a CQCM. A CQCP is needed to identify the source(s).

PA's should not require a CQCP entry for contracts that do not include any of the QC Program materials.

Who is responsible for reviewing the CQCP?

These instructions describe the review of the CQCP entries. Chapters 2 and 3 describe the PA's review and input for each material type and commercial inspection. Chapter 8 describes the District Materials and Research Office (DMRO) structural concrete Program Maintenance User's (PMU) review of the mix design components at the structural concrete production facilities.

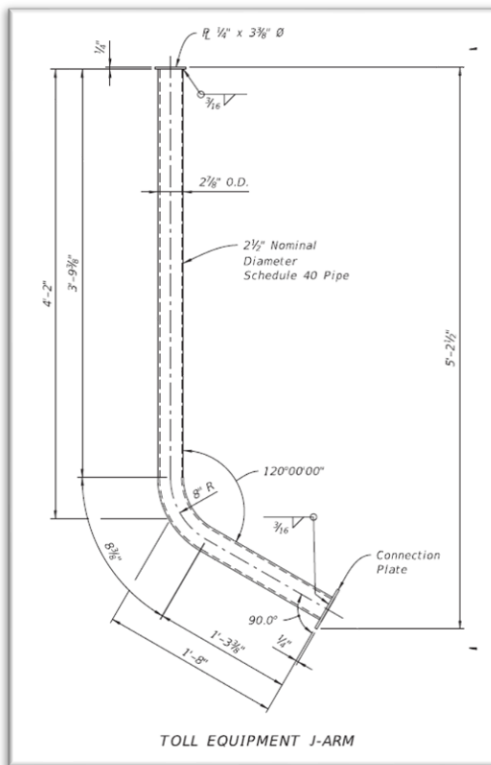
Chapter 1 – QC Program Material Types other than Asphalt, Earthwork or Structural Concrete

This section provides a description of the some of the material types. The PA will review these entries after they are submitted but doesn't have a MAC function to accept or reject them. If you are not sure if a CQCP needs to include one of these materials, contact the appropriate local DAC or the SMO technical unit expert for that material type ([FDOT: State Materials Office - MAC Contacts](#)).

A. Steel and Miscellaneous Metal and Galvanized Product Material Types

1. Aluminum J-Arms

If aluminum J-arms have been identified for use on the project and are planned to be used on an overhead sign structure, this material type should be selected.



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

2. *Aluminum Light Poles*

If standard aluminum light poles have been identified for use on the project, this material type should be selected.



3. *Aluminum Railing*

If aluminum railing has been identified for use on the project, this material type should be selected. This applies to all designs.

4. *Bridge Bearings*

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

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

5. *Bridge Castings*

If structural castings have been identified for use on the project, this material type should be selected. This applies to cast components for use in bridge machinery.

6. *Bridge Forgings*

If bridge forgings have been identified for use on the project, this material type should be selected. This applies to forged components for use in bridge machinery.



7. *Bridge Machinery*

If bridge machinery has been identified for use on the project, this material type should be selected.



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

8. *Coated Steel Fence*

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

9. Drainage Castings (Inlet, Frame, Grating)

If there are drainage components made of steel or iron cast material on the project, this material type should be selected. This includes but is not limited to manhole covers, inlets, frames and gratings.

10. Drainage Welded (Inlet, Frame, Grating)

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

11. Elastomeric Bearing Pads

If ancillary bridge bearing pads made of an elastomer have been identified for use on the project, this material type should be selected.

12. Galvanizing

If an element is being galvanized in the fabrication shop, this material type should be selected; however, some Steel and Miscellaneous Metal fabricators have galvanizing capabilities at their fabrication shop covered under their PQCP. These are not listed separately as a galvanizer. If the fabricator does not have galvanizing capabilities, the galvanizer used must be shown in the CQCP. Some examples of galvanized materials are guardrail and stay in place forms.



13. Guardrail

If w-beam or thrie-beam guardrail have been identified for use on the project, this material type should be selected.



14. Laminated Bearing Pads

If steel reinforced bridge bearing pads have been identified for use on the project, this material type should be selected.

15. Mast Arm

If steel mast arms have been identified for use on the project, this material type should be selected.



15. Strain Pole

If strain poles have been identified for use on the project, this material type should be selected.

17. CCTV Pole

If CCTV poles have been identified for use on the project, this material type should be selected.



18. *Overhead Cantilever*

If overhead cantilevers have been identified for use on the project, this material type should be selected.



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

19. *Overhead Gantry*

If an overhead gantry has been identified for use on the project, this material type should be selected.

NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

20. *Overhead Monotube*

If overhead monotube(s) have been identified for use on the project, this material type should be selected.

NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

21. Overhead Span / Truss

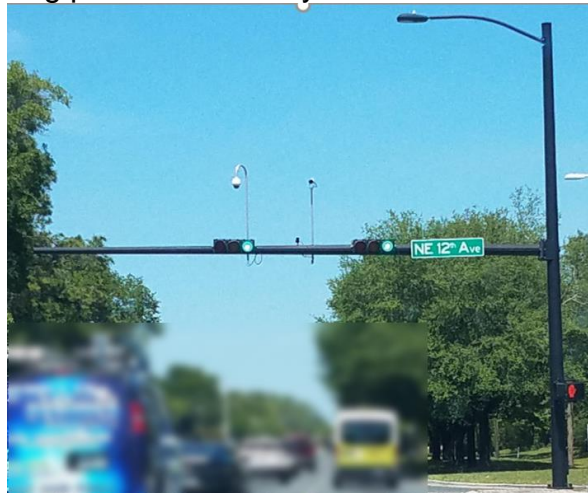
If an overhead span or trusses have been identified for use on the project, this material type should be selected.



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

22. Powder Coating

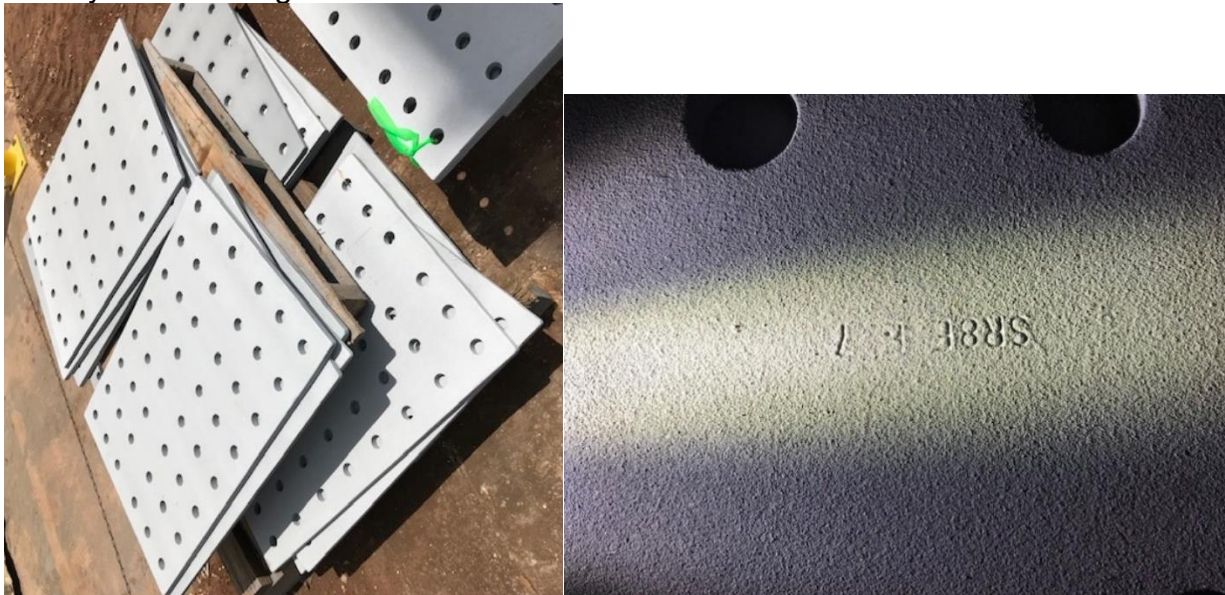
If a metal element is being powder coated in the fabrication shop, the powder coating production facility that will provide the powder coating the element should be selected.; however, some Steel and Miscellaneous Metal Fabricators have powder coating capabilities at their own fabrication shop. This is covered under their PQCP and these are not listed separately as a powder coater. If the fabricator does not have powder coating capabilities, the powder coating production facility used must be shown in the CQCP.



23. Shop Metalizing

If a metal element is being metalized in the fabrication shop, this material type must be selected and the production facility that will be metalizing the element must be identified; however, some Steel and Miscellaneous Metal Fabricators have metalizing capabilities at their own fabrication shop. This is covered under their PQCP and these are not listed separately as a metallizer. If the fabricator does not have metalizing capabilities, the metalizing production facility used must be shown in the CQCP.

NOTE: This is only for shop metalizing of metal not for field metalizing or painting of metal or concrete. On-site (project) metalizing is governed by other requirements and is not a Quality Control Program Material.



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

24. *Shop Painting*

If a metal element is being painted in the fabrication shop, this material type must be selected and the production facility that will be painting the element must be identified; however, some Steel and Miscellaneous Metal Fabricators have painting capabilities at their own fabrication shop. This is covered under their PQCP and these are not listed separately as a painter. If the fabricator does not have painting capabilities, the painting production facility used must be shown in the CQCP.

NOTE: This is only for shop painting of metal not for field painting of metal or concrete. Field painting falls under FDOT Specification Section 561 which details the company and personnel requirements. On-site (project) painting is governed by other requirements, and is a Quality Control Program Material.



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

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

If stay in place forms without a polymer coating have been identified for use on the project, this material type should be selected.

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

If galvanized stay in place forms with a polymer coating have been identified for use on the project, this material type should be selected.

27. *Steel Bridge (Vehicular)*

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

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



NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

28. *Steel Bridge (Pedestrian)*

If steel pedestrian bridges of a standard design or bridge grid decking have been identified for use on the project, this material type should be selected.

NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

29. *Steel Mast Lighting*

When steel high mast lighting, or conventional lighting poles have been identified for use on the project, this material type should be selected.



30. *Steel Modular Joints*

If steel modular joints have been identified for use on the project, this material type should be selected. This includes but is not limited to expansion and finger joints.

NOTE: Selecting this material type activates the Commercial Inspection tab ([Chapter 3 – Commercial Inspection](#)).

31. Steel Railing

If steel railing has been identified for use on the project, this material type should be selected. This applies to all designs.



B. Obsolete Steel and Miscellaneous Metal Types

There are a few material types that are still available for selection on the CQCP, but there are not production facilities for these types. The following material types should not be selected on a Contractor QC Plan

1. Aluminum

The material type selected should be for the specific aluminum product, like aluminum J-arm, aluminum light pole or aluminum railing.

2. Castings and Forgings

The material type for the specific product, bridge castings or bridge forgings should be selected instead.

3. Fencing

Coated Steel Fencing material type should be selected instead.

4. *Miscellaneous Metal*

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

5. *Painting*

Steel Metalizing or Steel Painting should be selected instead.

6. *Sign Structure*

Overhead Cantilever, Overhead Gantry, Overhead Monotube or Overhead Span / Truss should be selected instead.

7. *Steel Bridge*

Either Steel Bridge (Vehicular) or Steel Bridge (Pedestrian) should be selected instead.

C. Precast and Prestressed Concrete Products

Ensure that the appropriate material type is selected for the products on the contract. For example, some incidental precast products are prestressed. That does not mean that those products come from a prestressed production facility. If you are not sure of the material type for a product, contact the appropriate DMRO precast/prestressed personnel for assistance.

1. *Incidental Precast Products*

Some examples of this material would be sound barrier, retaining wall systems, concrete poles, temporary traffic barriers, light pole foundations, sign foundations, and pull and junction boxes.

The screenshot shows a web-based form titled "Update Production Facilities for Incidental Precast Products". At the top, there is a dropdown menu labeled "Production Facilities" with the selected option "IPC-99 - ABC Road Company Incidental Precast Products Training Plant". Below this is a text input field for "Type Production Facility Name". Underneath, the same facility name is displayed in a light blue bar. Below that is a text input field for "APL Numbers". A callout bubble points to this field with the text "Enter the APL number, for example 534-XXX-XXX for sound barriers". At the bottom of the form is a "Save" button.

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

2. *Precast Drainage Structures*

Examples include inlets, manholes, junction boxes, end walls, three-sided precast concrete culverts, and precast concrete box culverts.

3. *Precast Pipe*

Some examples of these materials include round concrete, elliptical concrete, and underdrain pipe.

4. *Prestressed Concrete Products*

Some examples are prestressed piles, beams or sheet piles. If the product is prestressed, but considered to be an incidental precast product (like lighting poles), this material type or a prestressed production facility for those products should not be selected.

D. Flexible Pipe and Fiber Reinforced Materials

1. *Fiber Reinforced Polymers*

Some examples of this material would be glass, carbon, aramid or basalt reinforced polymeric materials.

2. *Metal Pipe*

Some examples of this material are corrugated steel pipe, spiral ribbed steel pipe, corrugated aluminum pipe, and spiral ribbed aluminum pipe. Ductile steel pipe is not considered a flexible pipe and is not included in the steel and miscellaneous metals category. The producer of ductile steel pipe does not have to be included in the CQCP.

3. *Plastic Pipe*

Some examples of this material include polyethylene pipes, corrugated polypropylene pipes, corrugated polyvinyl chloride pipes, and steel reinforced ribbed polyethylene pipes.

E. Timber

This includes any timber posts or offset blocks used in guardrail and wooden fencing.

Chapter 2 – PA Review of the CQCP

A. Reviewing QC Manager Information

The screenshot shows a software interface for reviewing QC Manager information. At the top, there is a tab labeled "QC Manager" which is currently selected and expanded. Below the tab, the information is organized into several sections:

- QC Manager**
 - Technician: B6[redacted] 5
 - Qualification Area: QC MANAGER
 - Qualification Status: Qualified (highlighted in yellow)
 - Expiration Date: 1/1/2099
- Phone Type**
 - Office
 - Number: (555) 111-2222
 - Is Primary:
- Email**
 - b[redacted]@abc.com

1. Click on the QC Manager tab to expand it.
2. Review the person listed as QC manager.
 - a. Is the person's QC Manager Qualification valid? If it has an expiration date, will the QC Manager's qualification remain valid throughout the life of the contract?
 - b. Is the contact information correct and complete?

NOTE: Most CQCMs have an expiration date as shown in the example above. This is a designation that the QC Manager has been designated as a "once and done" qualification and it will not expire in the life of the contract.

NOTE: Unqualified technician, labs or production facilities is not grounds for the CQCP to be rejected. If the qualification can be reinstated before the QC Operations begin, the PA does not have to reject that portion of the CQCP.

B. Reviewing the Asphalt, Earthwork and Structural Concrete Information

The screenshot shows a software interface with four expandable tabs. Each tab has a "Click to Expand" link on its right side. The tabs are:

- Asphalt
- Technicians [2]
- Labs [2]
- Production Facilities [1]

1. Click on the appropriate tab to expand it.
2. Click on each sub tab to expand them to see the information entered under each heading.

1. **Technicians**

- Ensure that the technicians listed have a valid qualification. Review the expiration date.
 - If the technicians are not qualified or if they will expire before the contract is complete, review with the QC Manager steps to ensure the technician is in a satisfactory status by the time the sampling and testing is performed.
 - If you are satisfied with the plan, you may approve the Asphalt portion of the CQCP even though the technician qualification status is not in a satisfactory status now.

2. **Labs**

- Ensure that the labs listed have the appropriate test methods in a valid status ([J. Reviewing the Laboratory Test Method Status](#)).
 - If the labs are not qualified, review with the QC Manager steps to ensure the lab test methods will be in a valid status by the time the testing is performed.
 - If you are satisfied with the plan, you may approve the Asphalt portion of the CQCP even though the lab qualification status is not in a satisfactory status.

3. **Production Facilities**

- Ensure that the production facilities have an acceptable Producer QCP status.
 - If the production facility PQCP status is not accepted, review with the QC Manager steps to ensure the production facility will be in an acceptable status by the time the material or product is delivered to the contract.
 - If you are satisfied with the plan, you may approve the Asphalt portion of the CQCP even though the production facility status is not in an accepted status now.

4. **Structural Concrete Mix Designs**

- Review the structural concrete mix designs that have been listed for each production facility.
- Ensure that the DMRO structural concrete personnel have completed their review and indicated on any mix design if the material is available and the PMU review is selected.
- Review the mix designs for project specific requirements.
 - The DMRO review does not include any special contract specific considerations. It is up to the PA to ensure that the mix design(s) listed meet any contract specific requirements.
 - For example, you may need to ensure that the mix design selected is appropriate for the environment listed in the plans.
 - Or if there is a plan note requiring a higher strength of concrete than the typical strengths listed in Specifications Section 346, ensure that the mixes listed have a minimum strength required by the plan note.

D. **Reviewing Other Materials**

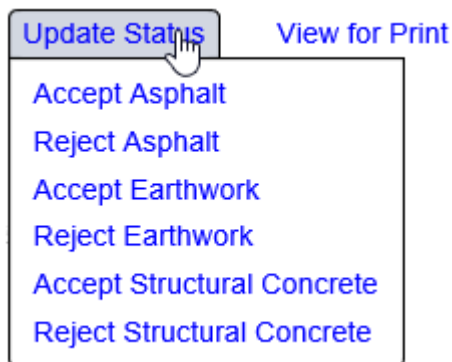
- Ensure that the production facilities have an acceptable Producer QCP status.
 - If the production facility PQCP status is not accepted, review with the QC Manager steps to ensure the production facility will be in an acceptable status by the time the material or product is delivered to the contract.
 - If you are satisfied with the plan, you need do nothing else since these materials are not accepted or rejected by the PA.

- If a QC Program material is being delivered or is about to be delivered, ensure that the appropriate facilities have been submitted for each material type.
 - For example, if concrete light poles are being delivered, there should be:
 - An entry for the incidental precast production facility or facilities delivering the light poles
 - When the poles are delivered, the QC Stamp on the product should match the production facility listed

NOTE: Specifications Section 105 requires the Contractor to notify the Department in advance of the sources of the QC Program Materials. These materials should not be delivered to the contract before the CQCP has been updated to reflect the source. This is intended to give the PA and the Materials Offices time to coordinate any review of the facility and communicate if there are any issues with the facility before the product is delivered. In some cases, the source should be identified before the product is produced if the production facility is producing a project specific item, like a prestressed beam or a steel structure.

F. Accepting a Portion of the CQCP

The PA can accept or reject the Asphalt, Earthwork or Structural Concrete portion of the CQCP. Rejection should be reserved for situations where the data is so incorrect or incomplete that the PA cannot confirm if the material requirements will be acceptable by the time the QC operations begin. The rejection of the CQCP in MAC does not impact the contractor's operations. To suspend operations for failure to provide adequate QC Operations, the Construction Project Administration Manual (CPAM) 3.3 must be followed. Rejecting the CQCP entry in MAC does not satisfy the requirements for suspending the QC operations as defined in CPAM 3.3.



1. Select the Update Status option. Depending on the material types and the status of each material type, you will have the ability to accept or reject Asphalt, Earthwork and Structural Concrete:

NOTE: You will not have the option to accept structural concrete until the DMRO concrete PMU has completed review and indicated that all design mixes have been reviewed.

2. Select the Accept option for each material type that is correct and complete, or you have discussed with the QC Manager and have an action plan to make it correct and complete by the time the material is produced or delivered.

If Accept is selected, you will receive a message that the CQCP was successfully accepted.

Accept Contractor QC Plan Material Type was successful

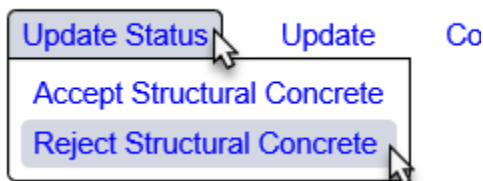
The Material Type status will be updated to Accepted.

Status

Asphalt is Accepted, Earthwork is Rejected, Galvanizers is In Progress, Guardrail is In Progress, Incidental Precast Proc Submitted, Sign Structures is Submitted, Structural Concrete is Submitted

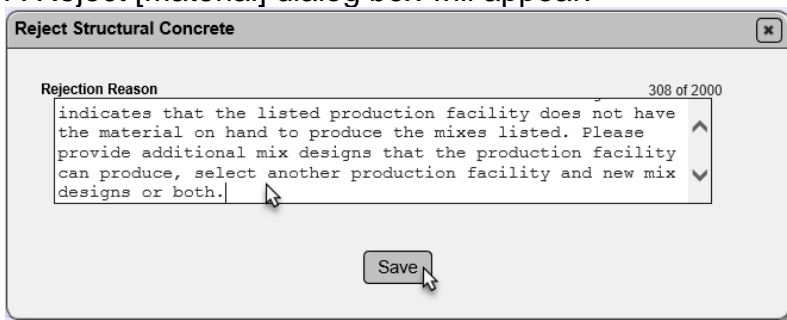
G. Rejecting a Portion of the CQCP

If you reject a portion of the CQCP, you will need to provide a comment about why the portion is rejected. Keep in mind that CPAM 3.3 allows for the acceptance of a portion even if all the entries are not in a valid status at the time of the submittal. If the QC Manager has not provided enough information about the status of invalid entries, discuss the needed information. If it is still not provided, rejecting the portion of the will set in in a status of Rejected and Returned for Corrections.



1. Select the Update Status option.
2. Select the Reject [Material] option.

A Reject [Material] dialog box will appear.



3 Rejection Reason – enter the reason you are rejecting the portion of the CQCP. What data needs to be corrected?

4. Select the Save option.

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

Reject Contractor QC Plan was successful

The Material Type status will be updated to Rejected and Returned for Corrections

Status

Structural Concrete is Rejected and Returned for Corrections

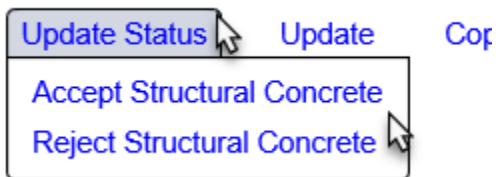
I. Reviewing a Returned Corrected Portion

When the data entry person revises the rejected portion and resubmits it, the status will be updated to [Material Type] is Corrections Made and Ready for Review.

Status

Structural Concrete is Corrections Made and Ready for Review

1. Review the updates as described in the sections above.



- 2. Select the Update Status option.
- 3. If the revisions are acceptable, accept the CQCP portion that was rejected.
- 4. If they are not, reject it again and provide more information on what is needed.

You will receive a message that the CQCP portion was accepted or rejected successfully.

Accept Contractor QC Plan Material Type was successful

J. Reviewing the Laboratory Test Method Status

You will receive an overall laboratory qualification status when the laboratory is selected on the CQCP. This qualification status does not guarantee that the laboratory is qualified in the specific test methods needed for each material area. There is a MAC report to assist the CQCM and PA in reviewing the asphalt, earthwork and structural concrete labs listed on the CQCP. The report reviews the test methods required and provides a status for each lab and test method.

Field Help ? is On | Help



1. Select the Reports option from the menu.

Lab	
Active Labs & Inspections	Active Labs and Inspections Report
Active Labs per Project	Summary of the labs identified on sample header information for
Contractor QCP Lab Check	Check of labs for qualification in material types
Invoice Lab Status Report	Invoice Lab Status Report
Qualified Labs Report	Listing of Qualified Labs by District and/or Category
Test Turnaround Time	Test Turnaround Time

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

A Contractor QCP Lab Check dialog box will appear.

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

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

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

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

7. Select Submit.

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

8. Select the Open option.

The report will open in the format you selected.

The screenshot shows an Excel spreadsheet with the following data:

Lab ID	Lab Status:Qualified	Suitable for Concrete	Test status	End treatment
ASTM1231-Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders	Valid	YES	Valid	Unbonded Caps
ASTM39-Compressive Strength of Cylindrical Concrete Specimens	Valid	YES	Valid	Unbonded Caps
ASTM511-Moist Curing Room	Valid	YES	Valid	Unbonded Caps
ASTM617-Capping Cylindrical Concrete Specimens	Valid	YES	Not Assigned	Unbonded Caps
ASTM1231-Use of Unbonded Caps in Determination of Compressive Strength of Hardened Concrete Cylinders	Valid	YES	Valid	Unbonded Caps
ASTM39-Compressive Strength of Cylindrical Concrete Specimens	Valid	YES	Valid	Unbonded Caps
ASTM511-Moist Curing Room	Valid	YES	Valid	Unbonded Caps
ASTM617-Capping Cylindrical Concrete Specimens	Valid	YES	Valid	Sulfur Mortar

If a Lab is suitable for the material, it will be indicated with Yes in bold green highlight.

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

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

Lab ID:0	Lab Status:Qualified	Suitable for Earthwork	Test status
AASHTOT267-Determination of Organic Content in Soils by Loss on Ignition	Valid	NO	Not Assigned
AASHTOT27-Sieve Analysis of Fine and Coarse Aggregates	Valid	NO	Suspended
AASHTOT88-Particle Size Analysis of Soils	Valid	NO	Suspended
AASHTOT89-Determining the Liquid Limit of Soils	Valid	NO	Valid
AASHTOT90-Plastic Limit and Plasticity Index of Soils	Valid	NO	Valid
AASHTOT99-Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	Valid	NO	Valid
FM1-T011-Total Amount of Material Finer Than 0.075 mm (No. 200) Sieve in Aggregate	Valid	NO	Valid
FM1-T180-Moisture Density Relations of Soils Using a 10-lb. (4.54kg) Rammer and an 18-in. (457mm) Drop	Valid	NO	Valid
FM5-515-Limerock Bearing Ratio	Valid	NO	Valid

Chapter 3 – PA Commercial Inspection Response and Review

Specifications Section 105 requires the Contractor to notify the Department when the order is placed for fabrication that requires commercial inspection. By completing the Commercial Inspection tab on the CQCP, the Contractor meets the requirements of the notification of placing order in Specifications Section 105.

On CQCPs where the data entry person has selected one of the material types that triggers the commercial inspection tab, the PA must provide additional information related to the commercial inspection.

Production Facility	City	Status
SM3C		QC Plan Accepted for Bridge Machinery [6/9/2019] QC Plan Accepted for Miscellaneous Metal [6/9/2019] QC Plan Accepted for Steel Bridge (Pedestrian) [6/9/2019]

1. Review the material type(s) that triggered the Commercial Inspection tab. (Chapter 1, [A. Steel and Miscellaneous Metal and Galvanized Product Material Types](#)).
 - a. Make sure the material types are listed and facilities are selected. The material type cannot be submitted without a production facility. The Contractor must complete the information 30 days before the fabricator begins work so this may not be selected initially, but it must be done in time to meet the notification requirements.

Steel Bridge (Pedestrian)

Commercial Inspection

Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order? [?]

Yes

Items to be Inspected	Component
460 - Structural Steel & Misc Metal	Pedestrian Bridge

2. Review the commercial inspection tab, question 1. Make it includes the appropriate indicators. If it is not filled out or is incomplete, notify the QC Manager that more information is needed.

Commercial Inspection Click to Collapse

Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order? Update

Yes

Items to be Inspected	Component
781 - ITS System Components	Cantilevered Sign

Are there other items on this project such as specialty fabrications, field assistance, etc. where commercial inspection should be performed?

Are there steel and miscellaneous metal items on the project that will NOT have commercial inspection?

3. Complete the PA Commercial Inspection questions.
 - a. Select the Update option.

An Update Commercial Inspection dialog box will appear.

Update Commercial Inspection x

Are there other items on this project such as specialty fabrications, field assistance, etc. where commercial inspection should be performed?

Yes b

Detailed Scope Of Work

Describe inspection needs in detail

Are there steel and miscellaneous metal items on the project that will NOT have commercial inspection?

Yes d

- b. **Are there other items on this project such as specialty fabrications, field assistance, etc. where commercial inspection should be performed?** – If there are items that do not require commercial inspection, but you would like to have an inspection performed select Yes. If there are not, select No.
- c. If you select Yes, a new field “Detailed Scope Of Work” will appear. Enter the description of the inspection need in detail. For example, you may have a jack and bore operation and you need to have the welding inspected.
- d. **Are there steel and miscellaneous metal items on the contract that will not have commercial inspection** – If there are steel and miscellaneous metal items that will not have a commercial inspection, select Yes. If there are none, select No.

Are there steel and miscellaneous metal items on the project that will NOT have commercial inspection? Yes The Contractor should collect certified test reports and submit them to the PA on items not receiving commercial inspection.

If Yes is selected, a message for the PA and MC Reviewers that those items will require a certified mill analysis submitted to the SMO for review under MAC Spec 962 appears after you select the Save option.

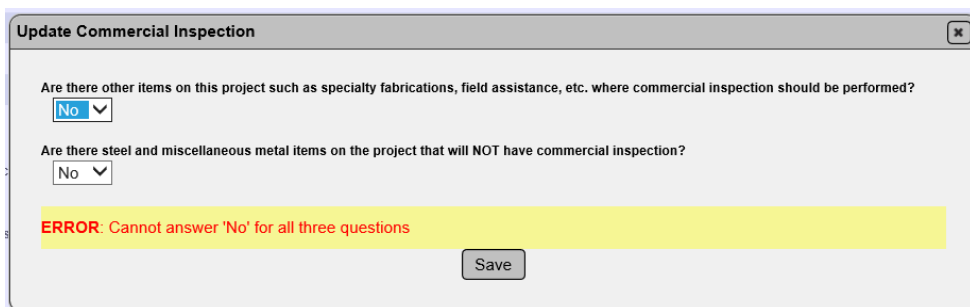
- d. Select the Save option.

NOTE: If there is no PA response to Question 2 or 3, the Accept function will not appear for **ANY** unsubmitted material type. **If you do not see the Accept option, review the Commercial Inspection tab to ensure the required information has been provided.**

NOTE: The method of acceptance for steel and miscellaneous metals is a certified mill analysis. If the contract has components that are commercially inspected, part of that inspection includes a review of the certified mill analyses. This will be included in the commercial inspection final report. For contracts where all components are commercially inspected, the Materials Certification (MC) Review will have a manual finding added requesting a copy of the commercial inspection final report.

For contracts with steel and miscellaneous metals that do not have commercial inspection, the PA must collect the certified mill analyses from the Contractor and submit them to SMO for review (see [Certification Documents Reviewed by the State Materials Office](#)). The MC Reviewers will need to see that the documents were submitted and reviewed by SMO.

If the contract has both commercially inspected items and items that are not commercially inspected, the PA must submit both the commercial inspection final report and the certified mill analyses.



The screenshot shows a web form titled "Update Commercial Inspection". It contains two questions, each with a dropdown menu set to "No". The first question is "Are there other items on this project such as specialty fabrications, field assistance, etc. where commercial inspection should be performed?". The second question is "Are there steel and miscellaneous metal items on the project that will NOT have commercial inspection?". Below the questions, a yellow error bar displays the message: "ERROR: Cannot answer 'No' for all three questions". A "Save" button is located at the bottom of the form.

You will receive an error message if all 3 questions have a No response. The focus should be on the responses to questions 1 and 3 since question 2 relates to optional inspection. A contract with steel and miscellaneous metals must have either commercial inspection (Q1), certified mill analysis (Q3) or both. It cannot have neither commercial inspection nor certified mill analysis.

Chapter 4 – Comments

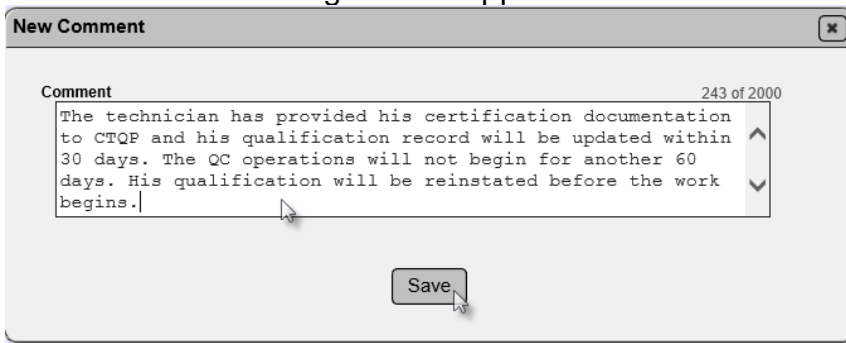
You can add comments to the CQCP. Comments are helpful in providing detail for the FDOT review of the CQCP.

A. Adding a Comment to the CQCP



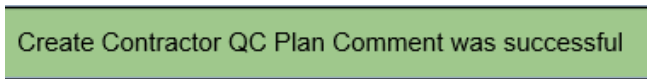
1. Click on the Comments tab to expand it.
2. Click on the New Comment option.

A New Comment dialog box will appear.

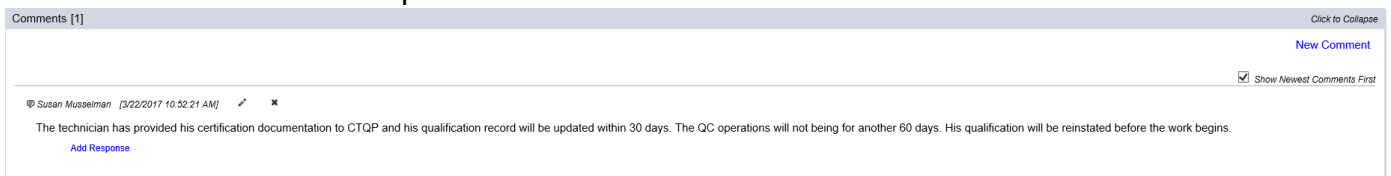


3. Enter your comment in the Comment field.
4. Select the Save option.

You will be notified that the comment was successfully created.

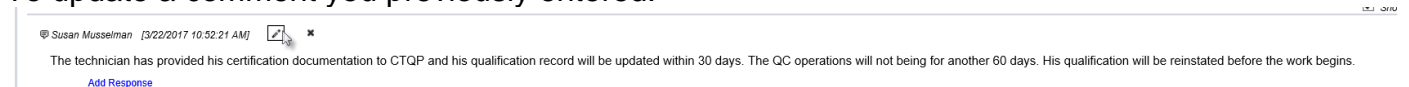


The Comments tab will be updated to include the comment.



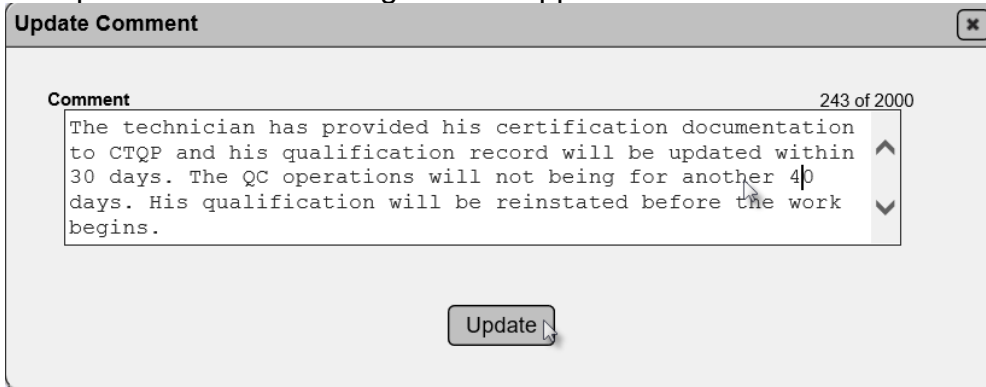
B. Updating a Comment on the CQCP

To update a comment you previously entered:



1. Select the Update Comment icon ().

An Update Comment dialog box will appear.

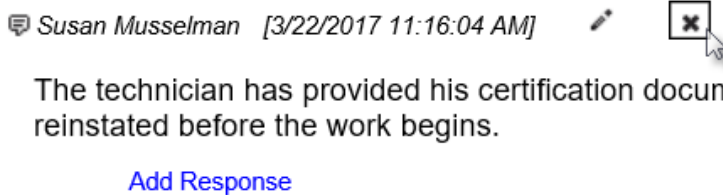


2. Make changes to the comment as desired.
3. Select the Update option to save the changes.

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



C. Deleting a Comment on the CQCP



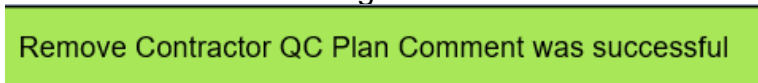
1. Select the Remove Comment icon (x).

A Remove Comment dialog box will appear.



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

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



D. Responding to Another's Comment

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

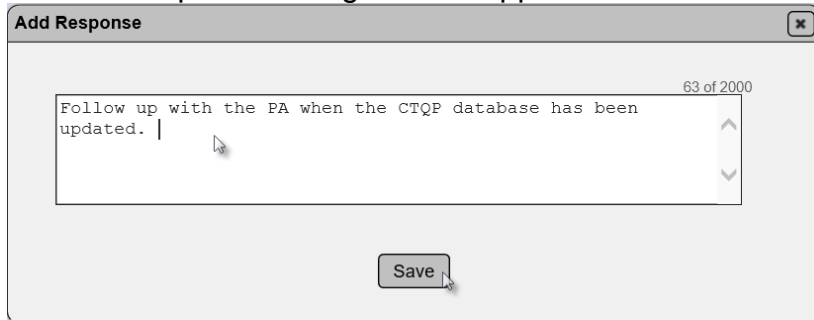
 Susan Musselman [3/22/2017 11:16:04 AM]  

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

[Add Response](#)

1. Select the Add Response option.

An Add Response dialog box will appear.




2. Enter your response in the text field.

3. Select the Save option to save the response.




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

Add Comment To Contractor QC Plan Comment was successful

The response will appear under the comment.

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

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

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

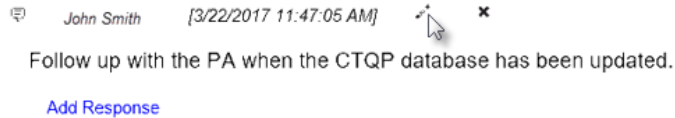
Follow up with the PA when the CTQP database has been updated.

[Add Response](#)

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

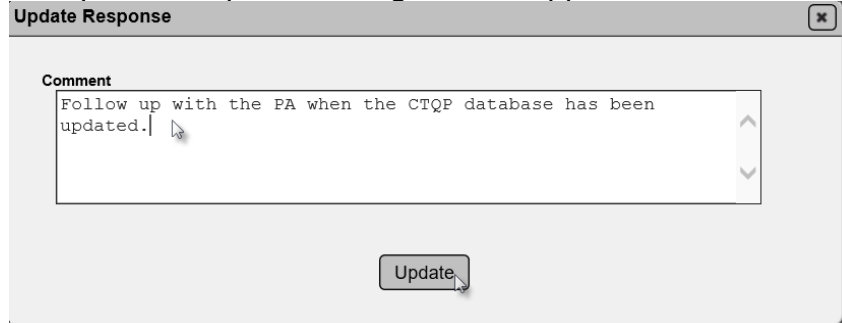
E. Updating a Response

To update a response you previously entered:



1. Select the Update Response icon ().

An Update Response dialog box will appear.



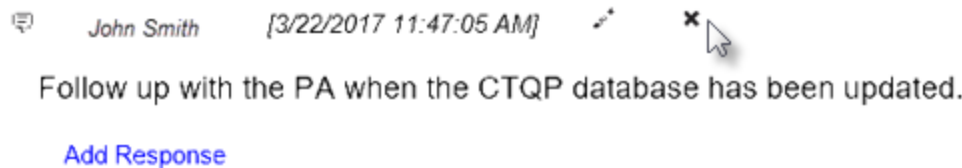
2. Make changes to the response as desired.
3. Select the Update option to save the changes.

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

Update Contractor QC Plan Comment was successful

F. Deleting a Response

1. Select the Remove Response icon (x).



A Remove Response dialog box will appear.



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

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

Remove Contractor QC Plan Comment was successful

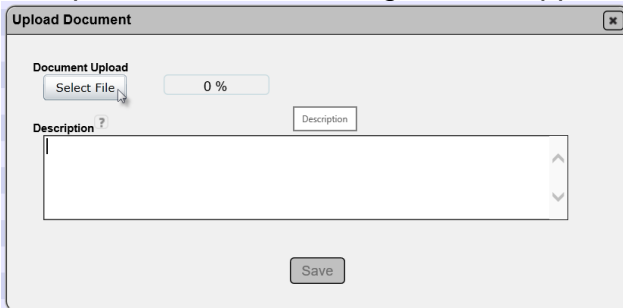
Chapter 5 – Documents

A. Adding a Document to the CQCP



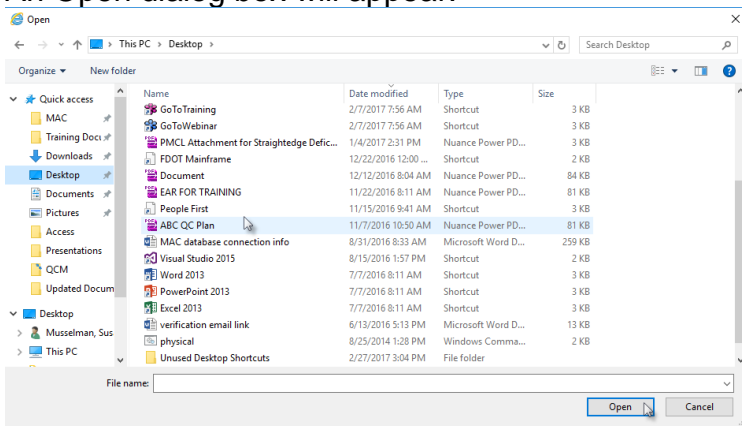
1. Click on the Documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box will appear.



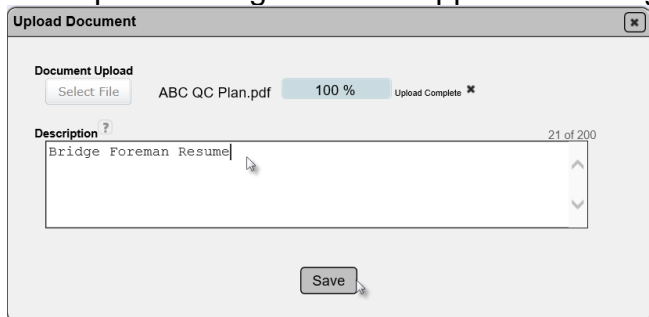
3. Click on the Select File option to navigate to the file you want to upload.

An Open dialog box will appear.



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

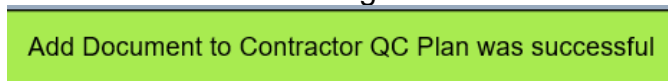
The Upload dialog box will reappear indicating that the file upload is complete, 100%.



7. Enter a document description, if desired.
8. Select the Save option to complete the upload.

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

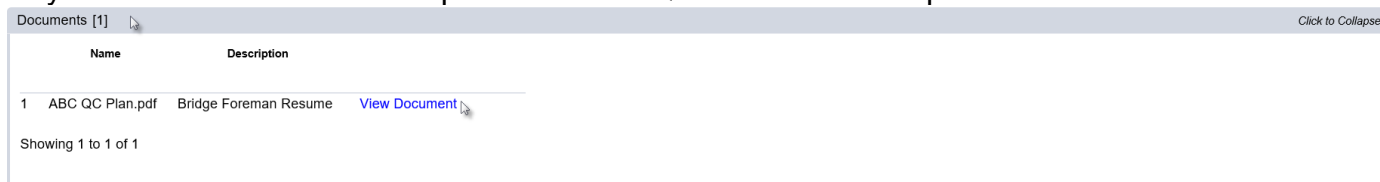
You will receive a message that the document was added successfully.



NOTE: Do **NOT** upload an asphalt or concrete mix design on the Contractor QC Plan. PAs should not instruct Data Entry to do so.

B. Viewing Uploaded Documents

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



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

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

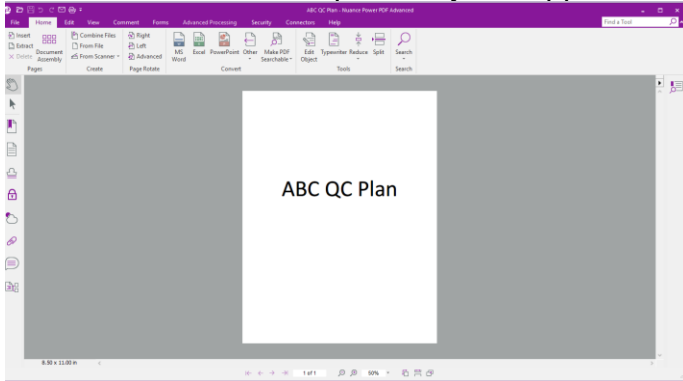
NOTE: Do not upload mix designs because any user with access to MAC can view documents attached to the CQCP.

A download dialog box will appear.



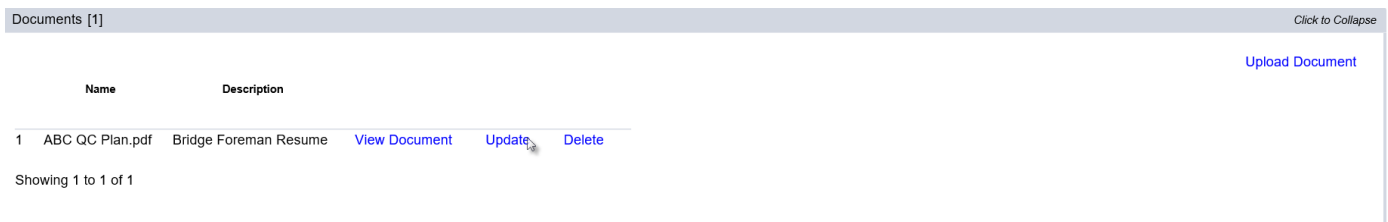
3. Select the Open option to open the file.

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



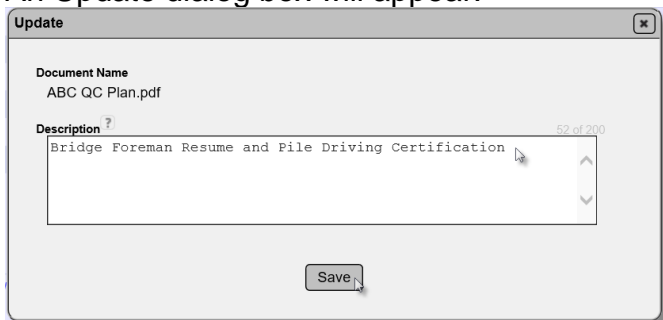
C. Updating a Document Description

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



1. Click on the Update option.

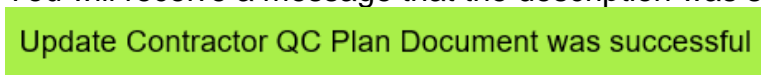
An Update dialog box will appear.



2. Revise the description, as needed.

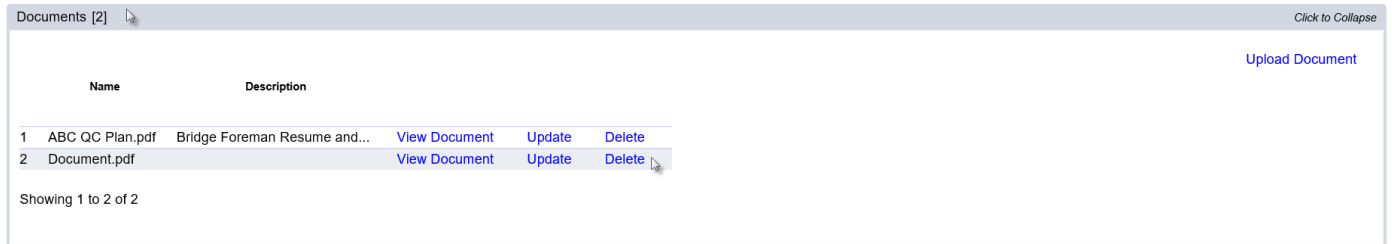
3. Select the Save option to save the changes to the description.

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



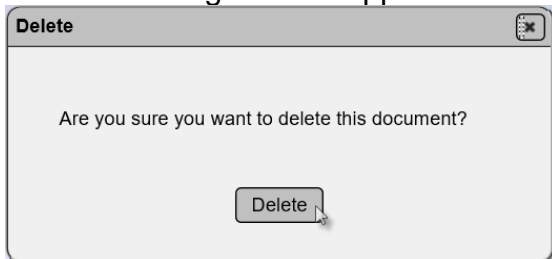
D. Deleting an Uploaded Document

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



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

A Delete dialog box will appear.



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

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

Delete Contractor QC Plan Document was successful

Chapter 6 – Viewing a CQCP for Print

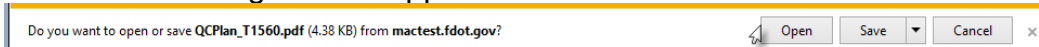
When the CQCP is entered in MAC, there is no requirement to print the entry and submit it to the PA. The CQCP can be printed for the purposes of sharing the information with others who may not have access to MAC. The option is available for the convenience of the users.

Update Delete  View for Print

is In Progress

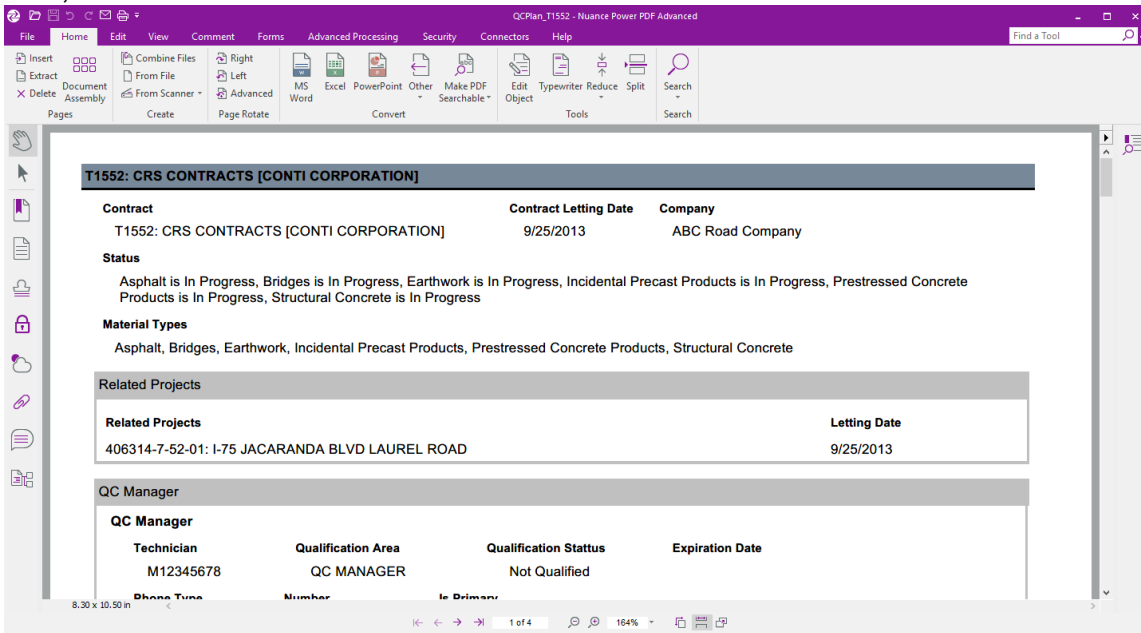
1. Select the View for Print option.

A download dialog box will appear.



2. Select the Open option.

The CQCP will be opened in pdf format. You will need an application that can open pdf files, such as Adobe Reader or Nuance.



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

NOTE: It is recommended to save or print the CQCP on a regular basis. If a user inadvertently deletes a material type that has been submitted and/or accepted, the entries cannot be retrieved and the material type and all subentries will have to be recreated (Chapter 12, [E. Deleting a Material](#)).

Chapter 7 – CQCP Addendums

An addendum is defined as a revision to an existing material. Adding a new material to a CQCP is not considered an addendum. An addendum to a material can be created:

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

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



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

To shorten the list of viewable data, only the latest accepted and in progress versions are published.

Related Projects [18]

QC Manager

Show All Material Addendums

Asphalt [Active Addendum (In Progress)]

Technicians [14]

Labs [3]

Production Facilities [2]

Asphalt [Currently Accepted]

Steel Bridge

Earthwork

Fencing

Concrete

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

Chapter 8 – DMRO Review of Structural Concrete Production Facilities and Mix Designs

Before the PA can accept the Structural Concrete portion of the CQCP, a DMRO concrete PMU must review the mix design on each production facility entries to ensure that production facility can produce the mix designs. The DMRO review ensures the production facility has the materials on hand to produce or will have by the time the structural concrete is ready to be placed. The PMU review the mix designs does not include ensuring they meet project specific requirements. That is the PA's responsibility. The PA may request assistance with the project specific review from DMRO concrete PMU, if needed.

Production Facility	City	Status			
26-998	HOMETOWN, FLORIDA	QC Plan Accepted for Structural Concrete [7/28/2015]			
Mix Design	Category	Environment Code	Intended Use	Suitability	Program Maintenance User Reviewed
01-0867	Class IV (5500 PSI) / Conventional			No	Update
01-1060	Class I (3000 PSI) / Conventional			No	Update
01-1164	Class IV (5500 PSI) / Conventional			No	Update
01-0583	Class II (3400 PSI) / Conventional			No	Update

Production Facility	City	Status			
26-998	Gainesville, FLORIDA	QC Plan Inactivated for Structural Concrete [7/20/2010]			
Mix Design	Category	Environment Code	Intended Use	Suitability	Program Maintenance User Reviewed
01-0867	Class IV (5500 PSI) / Conventional			No	Update
01-1060	Class I (3000 PSI) / Conventional			No	Update
01-1164	Class IV (5500 PSI) / Conventional			No	Update
01-0583	Class II (3400 PSI) / Conventional			No	Update
01-1109-01	Class IV (5500 PSI) / Increased Slump			No	Update

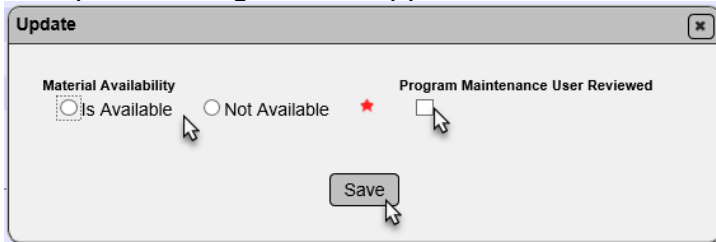
1. Click on the Structural Concrete tab to expand it.
2. Click on the Production Facilities sub tab to expand it.

Production Facility	City	Status			
01-41	PORT CHARLOTTE, FLORIDA	QC Plan Accepted for Structural Concrete [1/11/2017]			
Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed
01-0681	Class IV (5500 PSI) / Conventional			No	Update
01-0711	Class III Seal (3000 PSI) / Conventional			No	Update
01-1148	Class IV (5500 PSI) / Increased Slump			No	Update

Showing 1 to 3 of 3

3. Review the individual mix designs.
4. You can open the mix design report for each mix design by clicking on the hot link mix design number.
5. Select the Update option on the row of the mix design.

An Update dialog box will appear.



6. **Material Availability** – Review the mix design component materials in the mix design to determine if the production facility can produce the mix design. If the production facility can produce the mix design, select the Is Available option. If the production facility cannot produce the mix design, select the Not Available option.

7. Select the Program Maintenance User Reviewed indicator.

8. Select the Save option.

You will receive a message that the mix design review status was successfully updated.

Set Contractor QC Plan Production Facility Mix Design Review Status was successful

The Material Availability status and Program Maintenance User Reviewed fields will be updated

Mix Design	Category	Environment Code	Intended Use	Material Availability	Program Maintenance User Reviewed	
01-0681	Class IV (5500 PSI) / Conventional			Is Available	Yes	Update
01-0717-01	Class III Seal (3000 PSI) / Conventional			No	No	Update
01-1148	Class IV (5500 PSI) / Increased Slump			No	No	Update

Showing 1 to 3 of 3

9. Repeat for each mix design listed on the CQCP.

NOTE: Until the PMU has reviewed all mix designs and designated them as Program Maintenance User Reviewed, the PA will not have the ability to accept the structural concrete portion of the CQCP.