



Florida Department of TRANSPORTATION



FDOT Contractor QC Plan Review

September 4, 2024



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Introduction

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

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

Any user with the company role of Data Entry can create a CQCP. Access to updating CQCPs cannot be shared with other companies by using the Grant Access feature. Once a CQCP is created by a company, it belongs to that company and cannot be updated by users in another company. The CQCP does not have to be created by the Prime Contractor. It can be created by a subcontractor or QC firm, but that company must be responsible for all data entry for all companies. For example, if the Asphalt subcontractor creates a CQCP on a contract with other materials, the Asphalt subcontractor must maintain all the material entries (not just asphalt) on behalf of the Prime Contractor. Because of this, the different companies involved will need to discuss who is creating and maintaining the CQCP for the life of the contract. System Administrators can update the company name on a CQCP. If the name is changed, then only users under the new company can update the CQCP.

What is on a CQCP?

The CQCP may include, if applicable:

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

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

These are two frequent questions about CQCPs:

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

For most contracts, the answer is yes to both questions. If there is one QC Program material from **Specifications Section 105** on the contract, you need a CQCP and a CQCM even if the material is not asphalt, earthwork or structural concrete.

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

Why would you need a CQCM when there is no asphalt, earthwork, or concrete, but there is one of the other materials? The material delivery, storage and placement of any QC Program material must be performed within the Contractor's QC Operations under the direction of a CQCM. A CQCP is needed to inform the Department which production facility or facilities will be producing the material.

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

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

Who is responsible for reviewing the CQCP?

These instructions describe the review of the CQCP entries by the PA and the District Materials and Research Office (DMRO) structural concrete Program Maintenance Users (PMUs) review of the mix design components at the structural concrete production facilities.

Chapter 1 – QC Program Material Types on the Contractor QC Plan

Section 105 QC Program Material	MAC Material Type	On the CQCP?
Hot Mix Asphalt	Asphalt	Yes
Structural Portland Cement Concrete	Structural Concrete	Yes
Earthwork	Earthwork	Yes
Cementitious Materials	Cement	No
	Fly Ash	
	GGBF Slag	
	Metakaolin	
	Silica Fume	
	Ultra Fine Fly Ash	
Timber	Timber	Yes
Prestressed and/or Precast Concrete Products	Incidental Precast Products	Yes
	Precast Drainage Structures	
	Precast Pipe	
	Prestressed Concrete Products	
Drainage Products	Metal Pipe	Yes
	Plastic Pipe	
Fiber Reinforced Polymer Products	Fiber Reinforce Polymers	Yes
Steel & Miscellaneous Metals & Galvanized Metal Products	Aluminum J-Arms*	Yes
	Aluminum Light Poles*	
	Aluminum Railing*	
	Bridge Bearings	
	Bridge Castings	
	Bridge Forgings	
	Bridge Machinery	
	CCTV Pole*	
	Coated Steel Fence*	
	Drainage (Castings)*	
	Drainage (Welded)*	
	Elastomeric Bearing Pads*	
	Galvanizing*	
	Guardrail	
	Laminated Bearing Pads*	
	Mast Arm*	
	Overhead Cantilever	
	Overhead Gantry	
	Overhead Monotube	
	Overhead Span / Truss	
	Powder Coating*	
	Shop Metalizing	
	Shop Painting	
	Stay In-Place Forms – Coated*	
	Stay In-Place Forms – Uncoated*	
	Steel Bridge (Pedestrian)	
	Steel Bridge (Vehicular)	
	Steel Mast Lighting*	
	Steel Modular Joints	
	Steel Railing*	
Strain Pole*		

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

Chapter 2 – Contractor QC Plan Statuses

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

A. Materials other than Asphalt, Earthwork and Concrete

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

B. Asphalt and Earthwork Material Types

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

C. Structural Concrete Material Type

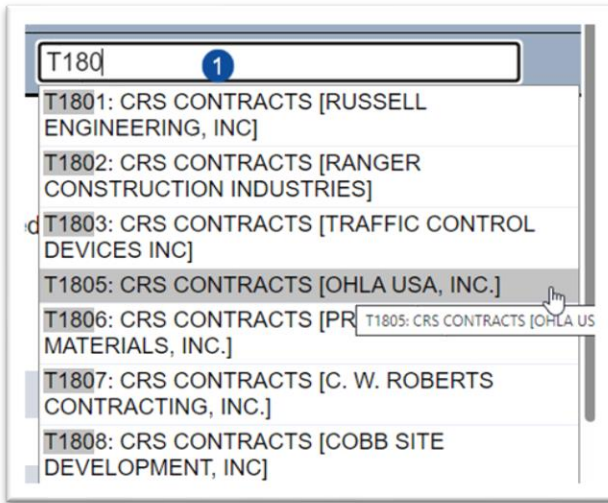
Function	Material Type Status
Data entry creates a CQCP with structural concrete material type	In Progress
Data entry updates a CQCP to include structural concrete material type	In Progress
Data entry submits structural concrete material type	Submitted*
<i>*PA cannot accept or reject without Concrete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

Chapter 3 – Navigating to an Existing Contractor QC Plan

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

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

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

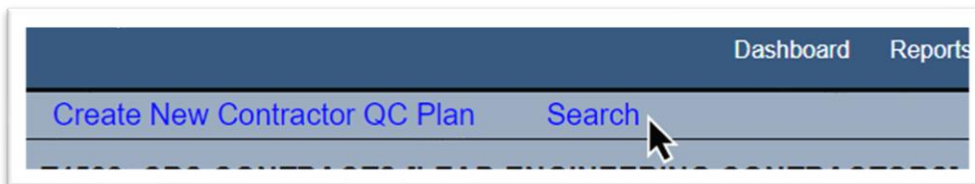


1. Enter all or part of the contract number (at least 3 digits are needed).
2. Select an entry from the returned list.

You will be navigated to that entry.

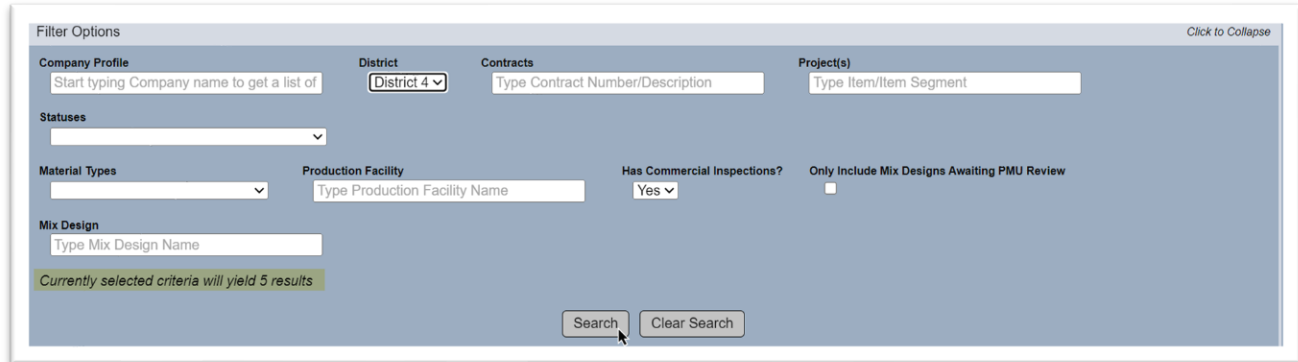
B. Navigating to a Contractor QC Plan using the Search option

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



1. Select the Search option.

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



The screenshot shows a 'Filter Options' window with a 'Click to Collapse' link in the top right corner. The window contains several filter categories: 'Company Profile' with a text input 'Start typing Company name to get a list of'; 'District' with a dropdown menu showing 'District 4'; 'Contracts' with a text input 'Type Contract Number/Description'; 'Project(s)' with a text input 'Type Item/Item Segment'; 'Statuses' with a dropdown menu; 'Material Types' with a dropdown menu; 'Production Facility' with a text input 'Type Production Facility Name'; 'Has Commercial Inspections?' with a dropdown menu showing 'Yes'; and 'Only Include Mix Designs Awaiting PMU Review' with a checkbox. Below these fields is a 'Mix Design' text input 'Type Mix Design Name'. A green status bar indicates 'Currently selected criteria will yield 5 results'. At the bottom are 'Search' and 'Clear Search' buttons.

2. Use Search fields to narrow down the list of returned values:

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

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

b. **District** – select the district the contract is assigned to from the dropdown.

c. **Contracts** – this field is multiselect. The Go to field is single select. Use this field if you want to search results to include more than one contract, otherwise, use the Go To field for a single entry.

d. **Project(s)** – enter all or part of one of the Financial Project Numbers (FPNs) and select an entry from the returned list. This field is multiselect.

e. **Statuses** – these are the statuses of the different Material Type entries ([Chapter 2 – Contractor QC Plan Statuses](#)). Select the appropriate status(es). This field is multiselect.

f. **Material Types** – select one or more material types from the dropdown. This field is multiselect.

g. **Production Facility** – enter the facility id, description or partial description and select an entry from the returned list.

h. **Has Commercial Inspections?** – select yes to include all CQCPs with commercial inspection. Select no to exclude them.

i. **Only Include Mix Designs Awaiting PMU Review** – select this indicator to include only CQCPs with structural concrete mix designs not yet reviewed by a PMU. It should be used in conjunction with other fields such as district or production facility.

j. **Mix Design** – enter all or part of a mix design number (asphalt or concrete) and select the entry from the returned list.

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

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

The list appears below the search fields.

ID	Company	Materials
1 T424 CRS CONTRACTS [HALLEY ENGINEERING CONTRACTORS]	Halley Engineering Contractors, Inc.	Asphalt is Accepted, Drainage Castings is In Progress, Earthwork is Accepted, Guardrail is In Progress, Incidental Precast Products is Submitted, Overhead Cantilever is Submitted, Overhead Span/Truss is Submitted, Precast Drainage Structures is Submitted, Structural Concrete is Accepted
2 T4583 CRS CONTRACTS [VECELLIO & GROGAN, INC.]	Pacifica Engineering Services, LLC	All Materials are Accepted [*Some Addendums in Progress]
3 E4159 DISTRICT CONSTRUCTION CONTRACT [MASTEC CIVIL, LLC]	Concotte America, Inc.	All Materials are Accepted [*Some Addendums in Progress]
4 E4544 DESIGN-BUILD CONTRACTS [ARCHER WESTERN-DE MOYA JOINT VE]	Universal Engineering Sciences, LLC	Aluminum J-Arms is Submitted, Asphalt is Accepted, Bridge Bearings is Submitted [*Addendum in Progress], Earthwork is Accepted [*Addendum in Progress], Elastomeric Bearing Pads is Submitted, Galvanizing is Submitted, Guardrail is Submitted [*Addendum in Progress], Incidental Precast Products is Submitted, Metal Pipe is Submitted [*Addendum in Progress], Overhead Cantilever is Submitted [*Addendum in Progress], Overhead Gantry is Submitted [*Addendum in Progress], Overhead Monotube is Submitted [*Addendum in Progress], Overhead Span/Truss is Submitted [*Addendum in Progress], Plastic Pipe is Submitted, Fiber Reinforced Polymers is Submitted, Precast Pipe is Submitted [*Addendum in Progress], Precast Drainage Structures is Submitted, Prestressed Concrete Products is Submitted, Strip Painting is In Progress, Stay In Place Forms Coated is Submitted [*Addendum in Progress], Structural Concrete is Accepted [*Addendum in Progress]
5 E4039 DISTRICT MAINTENANCE CONTRACTS [JORGENSEN CONTRACT SERVICES, LL]	Universal Engineering Sciences, LLC	All Materials are Accepted

Showing 1 to 5 of 5 | [Export Results](#)

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

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

C. Viewing CQCP Entries not initially Displayed

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

Contract: G0256: GRANT DISBURSEMENT [VOLUSIA COUNTY CONST ENG] Contract Letting Date: Company: [REDACTED]

Material Types

Asphalt Earthwork Precast Pipe Precast Drainage Structures Prestressed Concrete Products Structural Concrete

Related Projects [3]

QC Manager

Show All Material Addendums

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

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

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

The screenshot shows a web interface for Material Types. At the top, there is a section titled "Material Types" with five radio button options: "Asphalt", "Earthwork", "Precast Pipe", "Precast Drainage Structures", "Prestressed Concrete Products", and "Structural Concrete". The "Precast Pipe" and "Precast Drainage Structures" options are checked. Below this, there are several horizontal bars representing different sections: "Related Projects [3]", "QC Manager", "Show All Material Addendums" (with an unchecked checkbox), "Precast Pipe" (highlighted in yellow), "Precast Drainage Structures" (highlighted in yellow), and "Comments [3]". A mouse cursor is pointing at the "Precast Pipe" tab.

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

Chapter 4 – Reviewing QC Program Material Types other than Asphalt, Earthwork or Concrete

This section provides a description of the some of the material types. The PA will review these entries 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 Material Types

1. *Aluminum J-Arms*

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

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

2. *Aluminum Light Poles*

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

3. *Aluminum Railing*

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

4. *Bridge Bearings*

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

NOTE: Selecting this material type activates the Commercial Inspection tab.

5. *Bridge Castings*

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

6. *Bridge Forgings*

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



7. *Bridge Machinery*

Select this material type when bridge machinery has been identified for use on the project.



NOTE: Selecting this material type activates the Commercial Inspection tab.

8. Coated Steel Fence

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

9. Drainage Castings (Inlet, Frame, Grating)

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

10. Drainage Welded (Inlet, Frame, Grating)

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

11. Elastomeric Bearing Pads

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

12. Galvanizing

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

13. *Guardrail*

Select this material type when w-beam or thrie-beam guardrail have been identified for use on the project.



14. *Laminated Bearing Pads*

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

15. *Mast Arm*

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

16. *Strain Pole*

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

17. *CCTV Pole*

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

18. Overhead Cantilever

Select this material type when overhead cantilevers have been identified for use on the project.



NOTE: Selecting this material type activates the Commercial Inspection.

19. Overhead Gantry

Select this material type when overhead gantry has been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab.

20. Overhead Monotube

Select this material type when overhead monotube(s) have been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab.

21. Overhead Span / Truss

Select this material type when overhead span or trusses have been identified for use on the project.



NOTE: Selecting this material type activates the Commercial Inspection.

22. Powder Coating

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

23. Shop Metalizing

If a metal element is being metalized in the fabrication shop, select the production facility that will be metalizing the element. If your company has not selected the metalizing production facility and you are not sure which metalizing production facility is being used, contact the fabricator to find out which metalizing production facility to select. Some Steel and Miscellaneous Metal Fabricators have metalizing capabilities at their own fabrication shop. This is covered under their PQCP, and these are not listed separately as a metalizer. If the fabricator does not have metalizing capabilities, the metalizing production facility used must be shown in the CQCP. This is only for shop metalizing not for field metalizing or painting of metal or concrete. On-site (project) metalizing is not governed by these requirements and is not considered a Quality Control Program Material under ***Specifications Section 105.***

NOTE: Selecting this material type activates the Commercial Inspection tab.

24. *Shop Painting*

If a metal element is being painted in the fabrication shop, select the production facility that will be painting the element. If your company has not selected the painting production facility and you are not sure which painting production facility is being used, contact the fabricator to find out which painting production facility to select. Some Steel and Miscellaneous Metal Fabricators have painting capabilities at their own fabrication shop. This is covered under their PQCP, and these are not listed separately as a painter. If the fabricator does not have painting capabilities, the painting production facility used must be shown in the CQCP. This is only for shop painting not for field painting. Field painting falls under **Specification Section 561** which details the company and personnel requirements. On-site (project) painting is governed by these requirements and is not considered a Quality Control Program Material covered by **Specification Section 105**.

NOTE: Selecting this material type activates the Commercial Inspection tab.

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

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

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

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

27. *Steel Bridge (Vehicular)*

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

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



NOTE: Selecting this material type activates the Commercial Inspection tab.

28. *Steel Bridge (Pedestrian)*

Select this material type when steel pedestrian bridges of a standard design or bridge grid decking have been identified for use on the project.

NOTE: Selecting this material type activates the Commercial Inspection tab.

29. *Steel Mast Lighting*

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

30. Steel Modular Joints

Select this material type when steel modular joints have been identified for use on the project. This includes but is not limited to expansion and finger joints.

NOTE: Selecting this material type activates the Commercial Inspection

31. Steel Railing

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

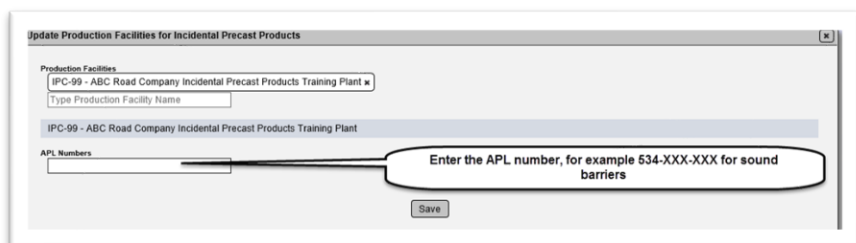
32. Strain Pole

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

B. Precast and Prestressed Concrete Products

1. Incidental Precast Products

If there are incidental precast products on the contract, select the incidental precast production facility or facilities producing and supplying the products. Some examples of this material would be sound barrier, retaining wall systems, concrete poles, temporary traffic barriers, light pole foundations, sign foundations, and pull and junction boxes.



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

NOTE: The Contractor should provide the Project Administrator (PA) with a Producer Certification Statement meeting the requirements of MAC Material 105 from each production facility.

NOTE: Ensure that incidental precast products come from a production facility with the material type of Incidental Precast. Some incidental precast products also produce concrete products that are prestressed. That does not mean that those products come from a prestressed production facility. If you are not sure if a product falls under incidental precast or prestressed products, contact the appropriate DMRO precast/prestressed personnel for assistance.

2. *Precast Drainage Structures*

If there are precast drainage structures on the contract, select the precast drainage structure production facility or facilities that will be producing and supplying the products. Examples include inlets, manholes, junction boxes, end walls, three-sided precast concrete culverts, and precast concrete box culverts.

NOTE: The Contractor should provide the PA with a Producer Certification Statement meeting the requirements of MAC Material 449 from each production facility.

3. *Precast Pipe*

If there are precast pipes on the contract, select the precast pipe production facility or facilities that will be producing and supplying the products. Some examples of these materials include round concrete, elliptical concrete, and underdrain pipe.

NOTE: The Contractor should provide the PA with a Producer Certification Statement meeting the requirements of MAC Material 449 from each production facility.

4. *Prestressed Concrete Products*

If there are prestressed concrete products on the contract, select the prestressed concrete products production facility or facilities that will be producing and supplying the products. Some examples are prestressed piles, beams, or sheet piles. If the product is prestressed but considered to be an incidental precast product (like lighting poles), do not select a prestressed production facility for those products.

NOTE: The Contractor should provide the PA with a Producer Certification Statement meeting the requirements of MAC Material 450 from each production facility.

C. Flexible Pipe and Fiber Reinforced Materials

1. *Fiber Reinforced Polymers*

If there are fiber reinforced polymer products on the contract, select the fiber reinforced polymer production facility or facilities producing and supplying the products. Some examples of this material would be glass, carbon, aramid, or basalt reinforced polymeric materials.

2. *Metal Pipe*

If there are metal pipe products on the contract, select the metal pipe production facility or facilities that will be producing and supplying the products. Some examples of this material are corrugated steel pipe, spiral ribbed steel pipe, corrugated aluminum pipe, and spiral ribbed aluminum pipe. Ductile steel pipe is not considered a flexible pipe and is not included in the steel and miscellaneous metals category. The producer of ductile steel pipe does not have to be included in the CQCP.

3. *Plastic Pipe*

If there are plastic pipe products on the contract, select the plastic pipe production facility or facilities that will be producing and supplying the products. Some examples of this material include polyethylene pipes, corrugated polypropylene pipes, corrugated polyvinyl chloride pipes, and steel reinforced ribbed polyethylene pipes.

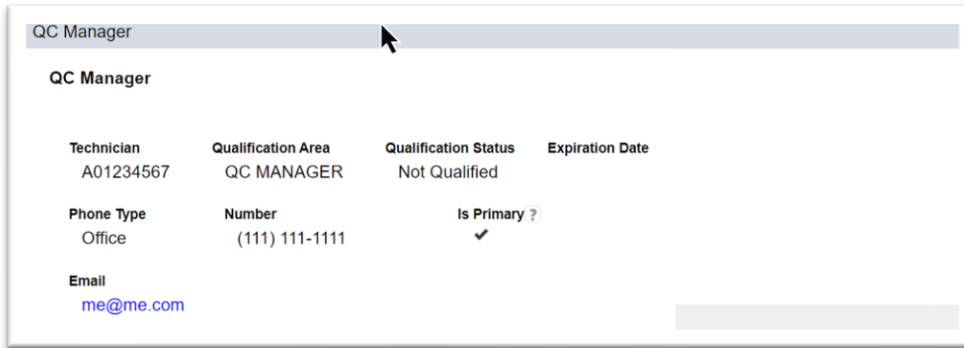
D. Timber

If there are any timber products on the contract, select the timber production facility or facilities that will be producing and supplying the products. This includes any timber posts or offset blocks used in guardrail and wooden fencing.

Chapter 5 – PA Review of the CQCP

Construction Project Administration Manual (CPAM) 3.3 provides detailed instructions for reviewing the CQCP. It includes checklists to assist the PA. If there is a conflict between these instructions and **CPAM 3.3**, the instructions in **CPAM 3.3** take precedence over this document.

A. Reviewing Contractor QC Manager (CQCM) Information



The screenshot shows a web interface for reviewing Contractor QC Manager (CQCM) information. At the top, there is a tab labeled "QC Manager" with a mouse cursor pointing to it. Below the tab, the form displays the following information:

Technician	Qualification Area	Qualification Status	Expiration Date
A01234567	QC MANAGER	Not Qualified	

Below the table, there is a section for contact information:

Phone Type	Number	Is Primary ?
Office	(111) 111-1111	✓

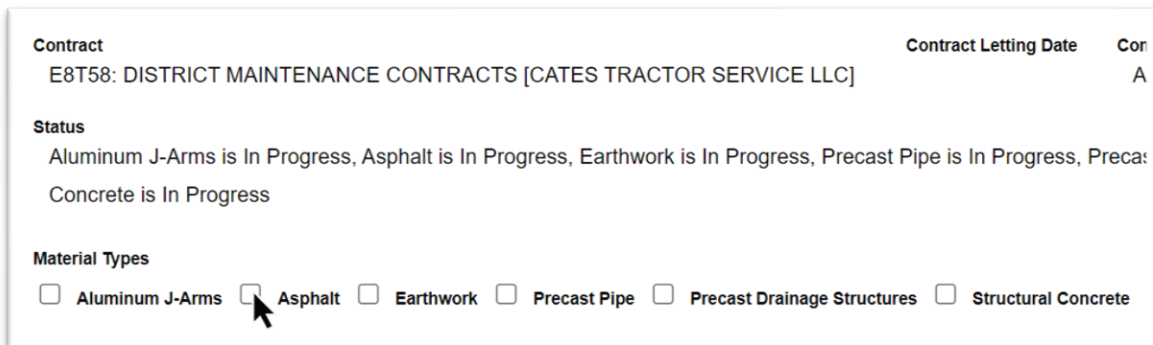
At the bottom, there is an email field with the address "me@me.com".

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?
 - b. If it has an expiration date, will the QC Manager's qualification remain valid throughout the life of the contract?
 - c. Is the contact information correct and complete?

NOTE: Most CQCM qualifications have an expiration date as shown in the example above. This is a designation that the CQCM 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 not be accepted. 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 web interface for reviewing Material Types information. At the top, there is a section for "Contract" with the following details:

Contract	Contract Letting Date	Con
E8T58: DISTRICT MAINTENANCE CONTRACTS [CATES TRACTOR SERVICE LLC]		A

Below the contract information, there is a section for "Status" with the following text:

Aluminum J-Arms is In Progress, Asphalt is In Progress, Earthwork is In Progress, Precast Pipe is In Progress, Precast Concrete is In Progress

At the bottom, there is a section for "Material Types" with the following checkboxes:

Aluminum J-Arms Asphalt Earthwork Precast Pipe Precast Drainage Structures Structural Concrete

1. If the Material tab is not visible, select the Material Types indicator.

Material Types

Aluminum J-Arms
 Asphalt
 Earthwork
 Precast Pipe
 Precast Drainage Structures
 Structural Concrete

Related Projects [1] Click to Expand

QC Manager Click to Expand

Asphalt Click to Expand

Commercial Inspection Click to Expand

2. Now that the Material tab is visible, click on it to expand it.
3. Click on each subtab to expand them.
4. Review the following information:

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 CQCM 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 (Chapter 5, [G. Reviewing the Laboratory Test Method Status](#))
 - If the labs are not qualified, review with the CQCM 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 PQCP status
 - If the production facility PQCP status is not accepted, review with the CQCM 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
 - The PA can request assistance from the DMRO structural concrete personnel as needed

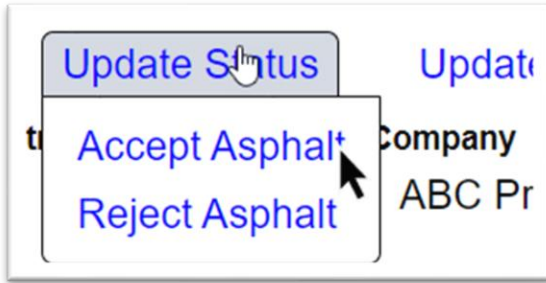
C. Reviewing other Materials

- Ensure that the production facilities have an acceptable Producer QC Plan (PQCP) status
 - If the production facility PQCP status is not accepted, review with the CQCM 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 some prestressed beams or a steel bridge.

D. 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 resulting in the PA not being able to confirm 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, **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 their statuses, you may see the ability to accept or reject Asphalt, Earthwork or Structural Concrete.

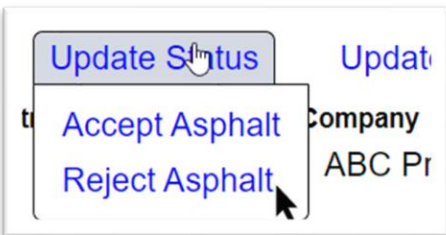
NOTE: You will not have the option to accept structural concrete until the DMRO concrete PMU has completed review and indicated that all design mixes have been reviewed ([Chapter 12 - DMRO Structural Concrete Mix Design Addendum Review](#)).

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

The Material Type status will be updated to Accepted.

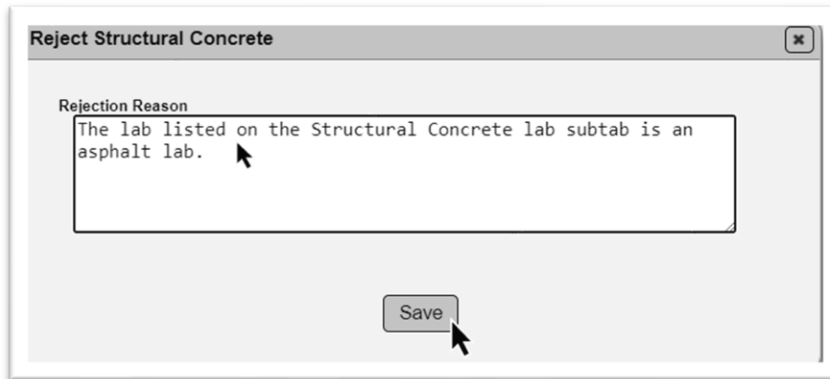
E. Rejecting a Portion of the CQCP

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 CQCM 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. Rejecting a portion of the CQCP is only intended to give the company on the CQCP entry access to make data entry error corrections.



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

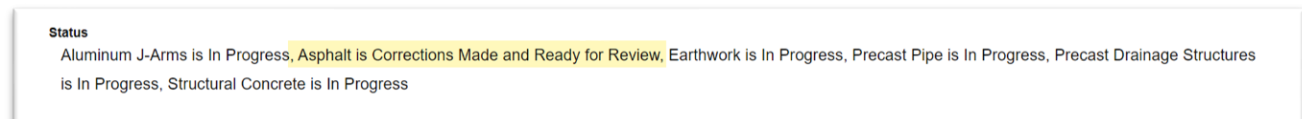
A Reject [Material] dialog box appears.



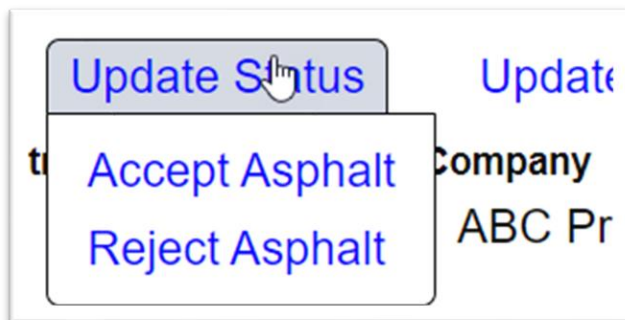
3. **Rejection Reason** – enter the reason you are rejecting the portion of the CQCP. What data needs to be corrected?
4. Select the Save option.

F. Reviewing a Returned Corrected Portion of the CQCP

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.



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



2. Select the Update Status option.
3. If the data entry error 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.

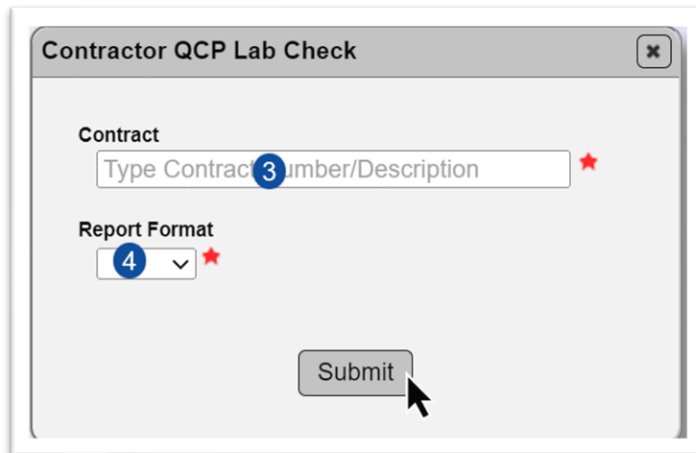
G. Reviewing the Laboratory Test Method Status

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 PA in reviewing the labs listed on the CQCP. The report reviews the test methods required and provides a status for each lab and test method.



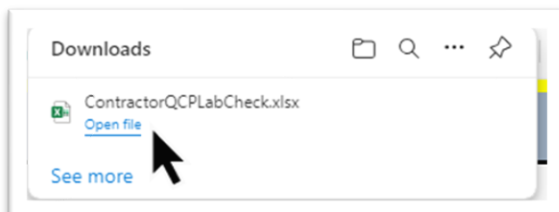
1. Select the Reports menu option.
2. Under the Lab tab, select the Contractor QCP Lab Check option.

A Contractor QCP Lab Check dialog box appears.



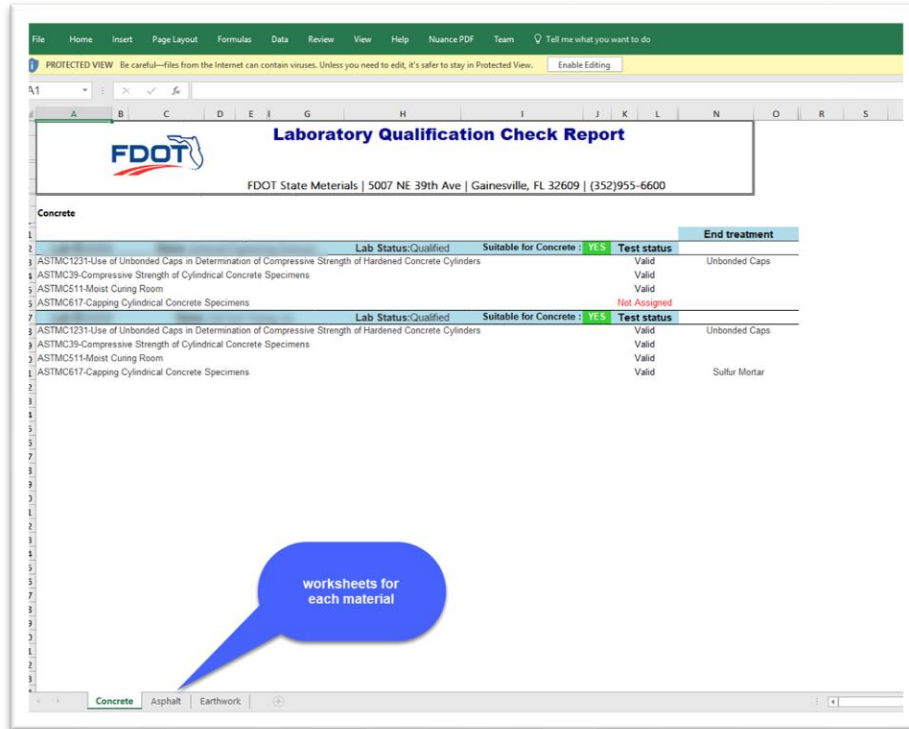
3. **Contract** – enter the contract number and select the entry from the returned list.
4. **Report Format** – select Excel or pdf. If you select Excel, each material will appear on its own worksheet.
5. Select Submit.

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



6. Select the Open option.

The report will open in the format you selected.



If a Lab is suitable for the material, it will be indicated as Yes in **bold green highlighted font**.

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

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

Lab ID:	Lab Status:	Suitable for Earthwork :	Test status
AASHTOT267-Determination of Organic Content in Soils by Loss on Ignition	Qualified	NO	Not Assigned
AASHTOT27-Sieve Analysis of Fine and Coarse Aggregates	Qualified	NO	Suspended
AASHTOT88-Particle Size Analysis of Soils	Qualified	NO	Suspended
AASHTOT89-Determining the Liquid Limit of Soils	Qualified	NO	Valid
AASHTOT90-Plastic Limit and Plasticity Index of Soils	Qualified	NO	Valid
AASHTOT99-Moisture-Density Relations of Soils Using a 2.5-kg (5.5-lb) Rammer and a 305-mm (12-in.) Drop	Qualified	NO	Valid
FM1-T011-Total Amount of Material Finer Than 0.075 mm (No. 200) Sieve in Aggregate	Qualified	NO	Valid
FM1-T180-Moisture Density Relations of Soils Using a 10-lb. (4.54kg) Rammer and an 18-in. (457mm) Drop	Qualified	NO	Valid
FM5.563-Quantitative Determination of Asphalt Content from Asphalt Paving Mixtures by the Ignition	Qualified	NO	Valid

Chapter 6 – PA Commercial Inspection Review and Responses

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.

A. Reviewing the QC Response to Question 1

The screenshot shows the 'Commercial Inspection' tab in a software interface. At the top, there are two expandable/collapsible sections: 'Overhead Cantilever' (with a 'Click to Collapse' link) and 'Production Facilities [0]' (with a 'Click to Expand' link). A blue circle 'c' is next to the 'Production Facilities' section. Below these is the 'Commercial Inspection' section (with a 'Click to Collapse' link). It contains a question: 'Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order?'. The answer 'Yes' is selected, with a blue circle 'a' next to it. An 'Update' link is to the right. Below the question is a table with two columns: 'Items to be Inspected' and 'Component'. The table has one row: '700 - Highway Signing' and 'Overhead Truss Cantilever'. A blue circle 'b' is next to the 'Overhead Truss Cantilever' component.

1. Review the Commercial Inspection tab.

a. Has the contractor indicated that commercial inspection is required?

NOTE: If the contractor selected No, confirm there are no items that require commercial inspection. In rare cases, the commercial inspection tab can be triggered but there is no actual product under the material type to be commercially inspected. If there are product category that requires commercial inspection and the response is No, advise the CQCM that question one needs to be updated and the products need to be identified.

b. Are all the products that require commercial inspection selected?

2. Review the material types that triggered the commercial inspection tab.

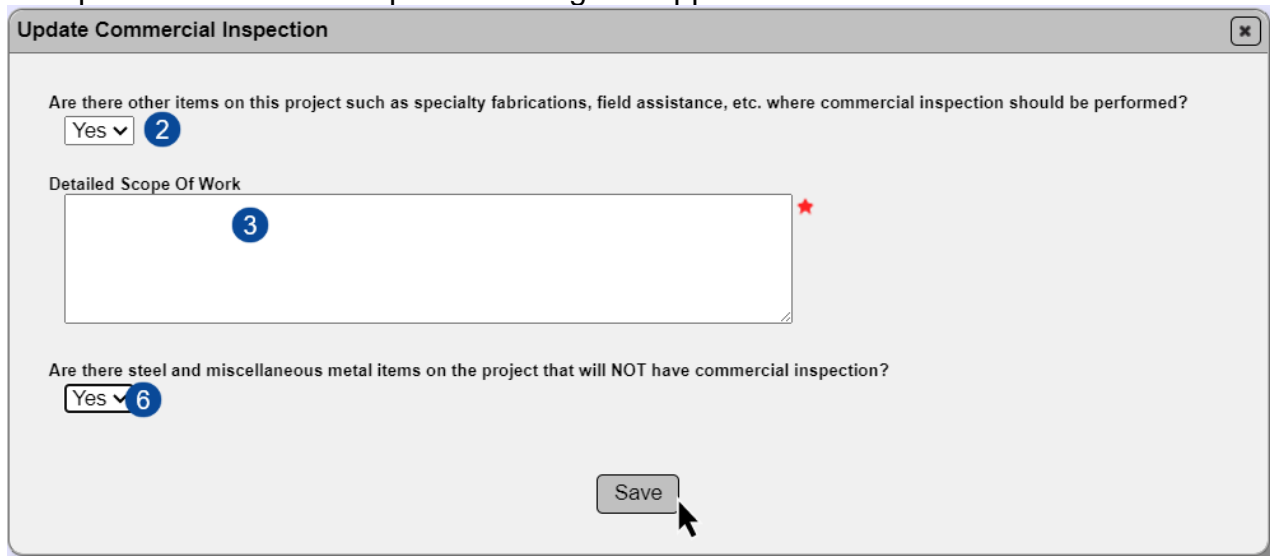
c. Are all the material types selected for the products in the list in Question 1? Are there at least one production facility identified for each product category?

B. Updating the PA Responses on Questions 2 and 3



1. Select the Update option.

An Update Commercial Inspection dialog box appears.



2. **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.

3. **Detailed Scope of Work** – 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.

4. **Are there steel and miscellaneous metal items on the project 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. 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.

5. 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 "Commercial Inspection". The form contains three questions, each with a "No" response selected in a dropdown menu:

- Question 1: "Are there steel and/or miscellaneous metal items on this project that require commercial inspection per section 105 Notification of Placing Order?" (Response: No)
- Question 2: "Are there other items on this project such as specialty fabrications, field assistance, etc. where commercial inspection should be performed?" (Response: No)
- Question 3: "Are there steel and miscellaneous metal items on the project that will NOT have commercial inspection?" (Response: No)

An error message is displayed in red text: "ERROR: Cannot answer 'No' for all three questions". A "Save" button is visible at the bottom right 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 7 – Comments

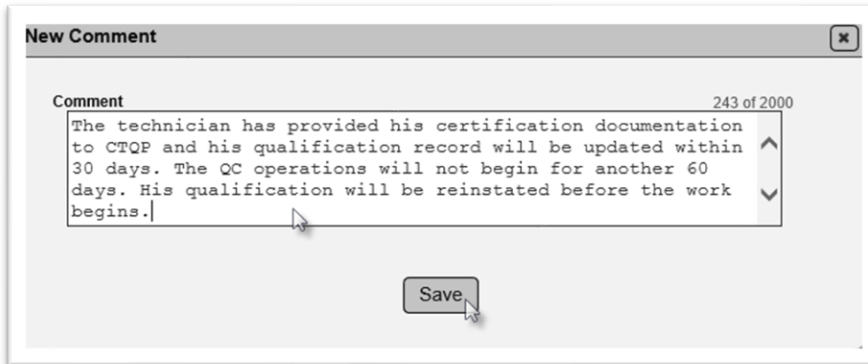
You can add comments to the CQCP. Comments are helpful in providing detail for the FDOT review of the CQCP. For example, if there are items that might cause the PA to reject the CQCP you can add comments; for example, steps being taken to reinstate a technician, laboratory, or production facility.

A. Adding a Comment to the CQCP



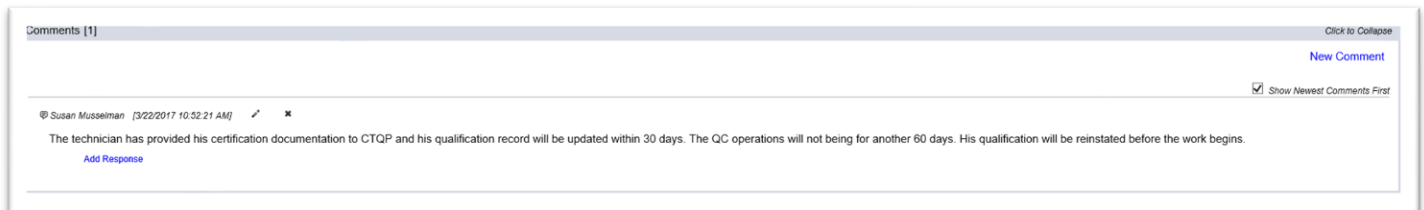
1. Select the Comments tab to expand it.
2. Select the New Comment option.

A New Comment dialog box appears.



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

The Comments tab will be updated to include the comment.



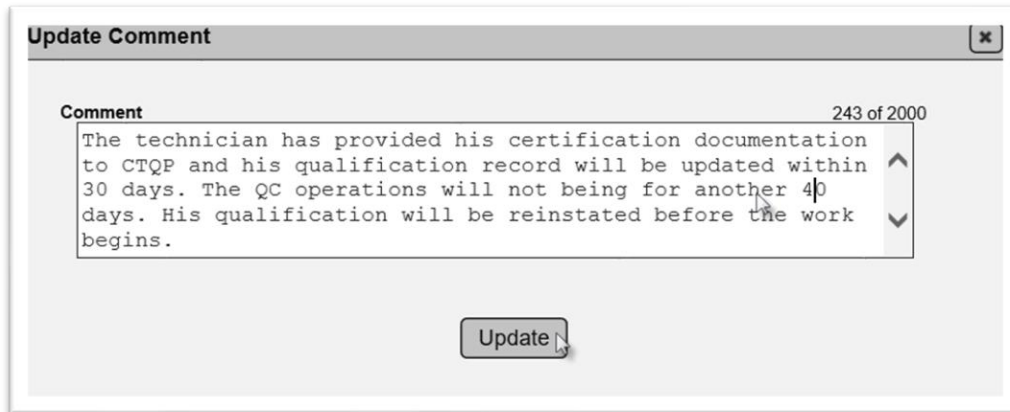
B. Updating a Comment on the CQCP

To update a comment you previously entered:



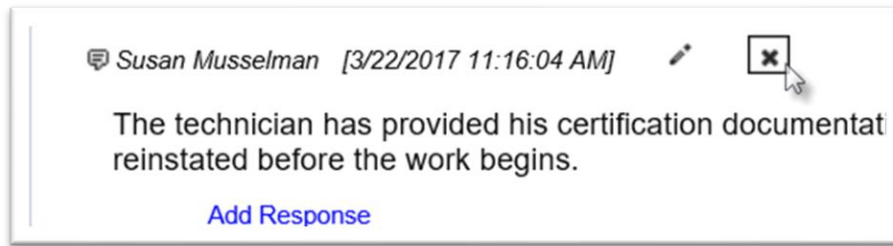
1. Select the Update Comment icon ().

An Update Comment dialog box appears.



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

C. Deleting a Comment on the CQCP



1. Select the Remove Comment icon (x).

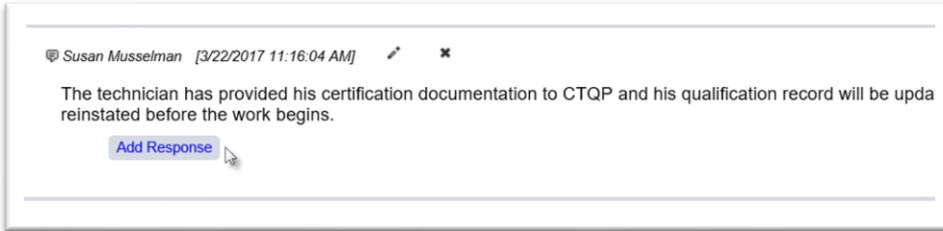
A Remove Comment dialog box appears.



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

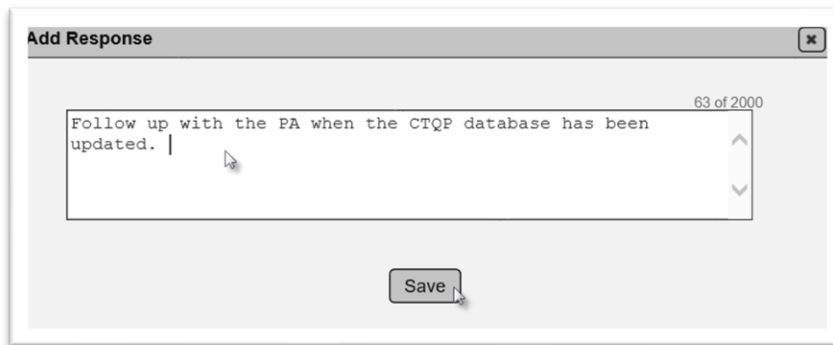
D. Responding to Another's Comment

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



1. Select the Add Response option.

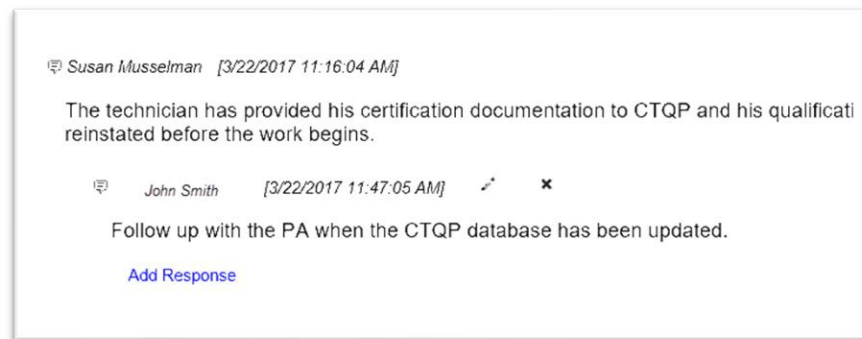
An Add Response dialog box appears.



2. Enter your response in the text field.

3. Select the Save option to save the response.

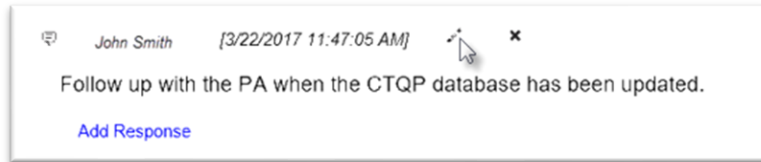
The response appears under the comment.



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

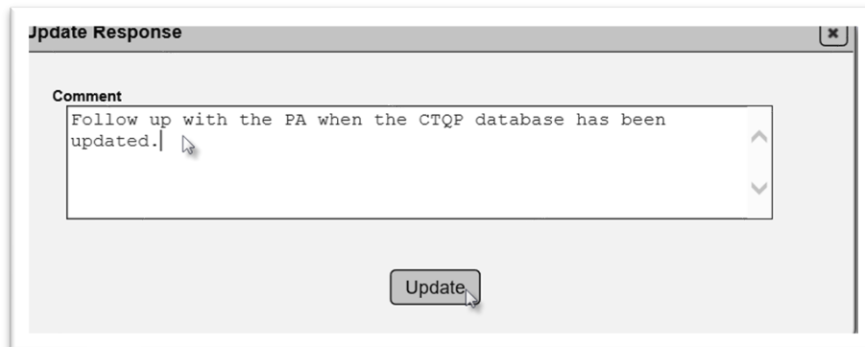
E. Updating a Response

To update a response you previously entered:



1. Select the Update Response icon ().

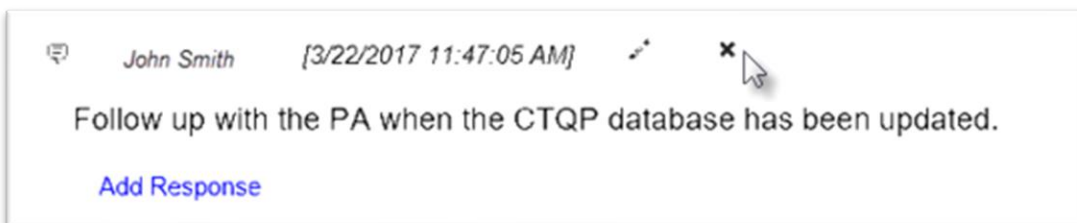
An Update Response dialog box appears.



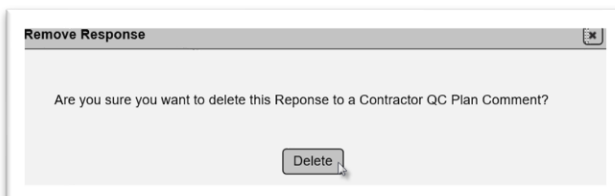
2. Make changes to the response as desired.
3. Select the Update option to save the changes.

F. Deleting a Response

1. Select the Remove Response icon (x).



A Remove Response dialog box appears.



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

Chapter 8 – Documents

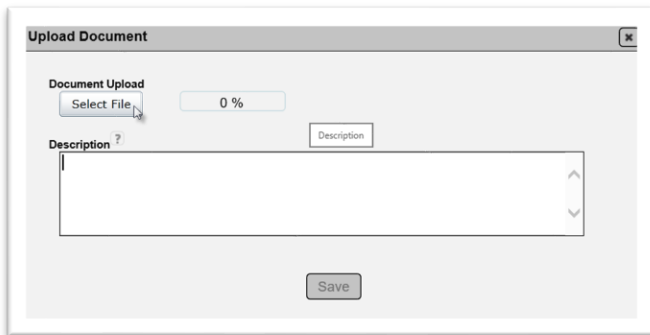
There are times when documentation will need to be associated with the CQCP in MAC. For example, the contract has a bridge type that requires a foreman. Documentation for the foreman's experience, like a résumé, will need to be attached for the PA's review.

A. Adding a Document to the CQCP



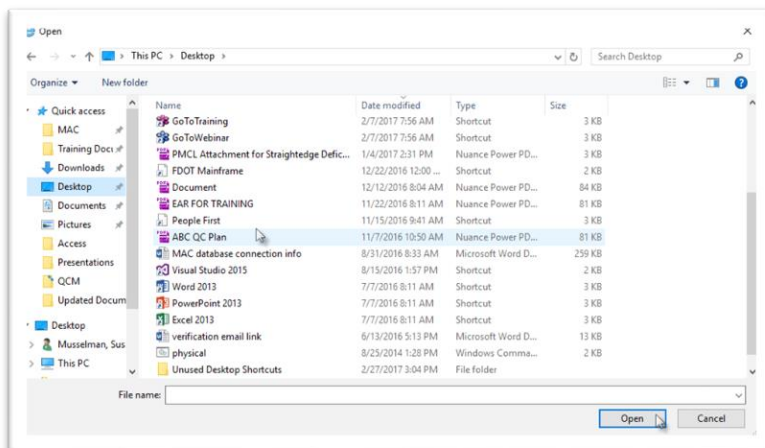
1. Select the Documents tab to expand it.
2. Select the Upload Document option.

An Upload Document dialog box appears.



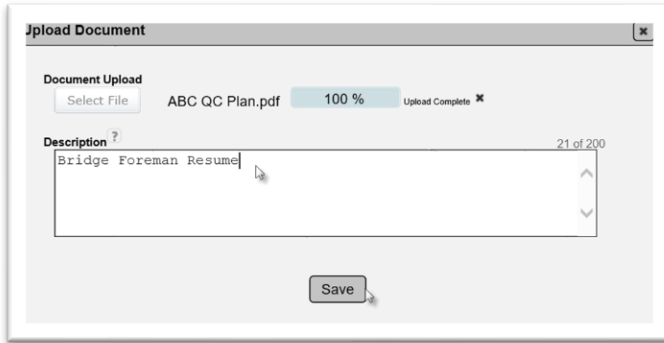
3. Select the Select File option to navigate to the file you want to upload.

An Open dialog box appears.



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

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



7. **Description** – enter a document description, if desired.
8. Select the Save option to complete the upload.

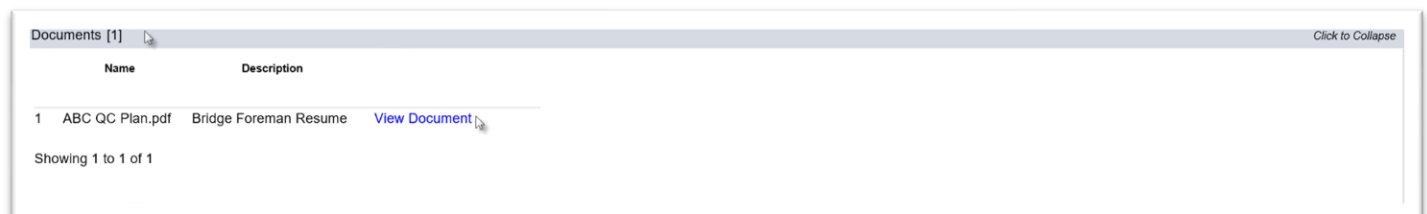
NOTE: If you discover that you selected the wrong document in step 5, select the X next to the Upload Complete message to delete the document and start over.

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

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

B. Viewing Uploaded Documents

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



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

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

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

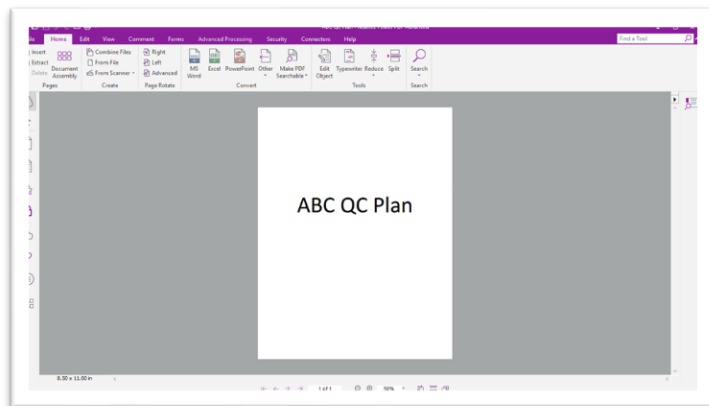
NOTE: Do not allow documents with Technician Name and TIN on the same document to be uploaded into MAC. This is a violation of Personal Identification Information (PII) security policy. Per **Florida Statutes**, the Department is responsible for ensuring that PII data security requirements are followed. If you can delete the document, delete it from the Documents tab. If it was uploaded by another user, for example, the CQCM uploaded a spreadsheet of all the field technicians that includes columns for the technicians name and TIN, report it to a DAC or system administrator so they can delete it.

NOTE: It is okay to upload QC related documents temporarily during the life of the contract provided they do not contain mix design reports or PII. An example would be a copy of the Drilled Shaft Installation Plan (DSIP) while drilled shaft operations are being performed. Before the contract is final accepted and the Project Material Certification Letter (PMCL) is generated, the PA must ensure they are moved from MAC to the appropriate long-term retention location. For example DSIPs should be uploaded into the Electronic Document Management System (EDMS) under the appropriate Construction document group and type.

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

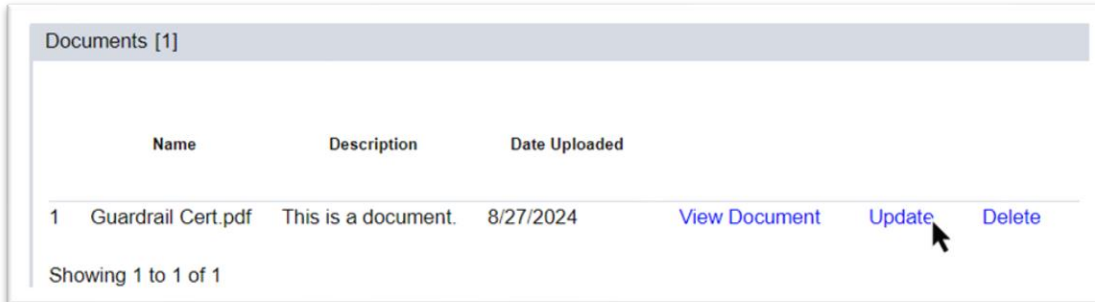
3. Select the Open option to open the file.

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



C. Updating a Document Description

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



The screenshot shows a table titled "Documents [1]" with the following columns: Name, Description, Date Uploaded, View Document, Update, and Delete. The first row contains the data: "1", "Guardrail Cert.pdf", "This is a document.", "8/27/2024". A mouse cursor is pointing at the "Update" button. Below the table, it says "Showing 1 to 1 of 1".

	Name	Description	Date Uploaded	View Document	Update	Delete
1	Guardrail Cert.pdf	This is a document.	8/27/2024	View Document	Update	Delete

Showing 1 to 1 of 1

1. Select the Update option.

An Update dialog box appears.



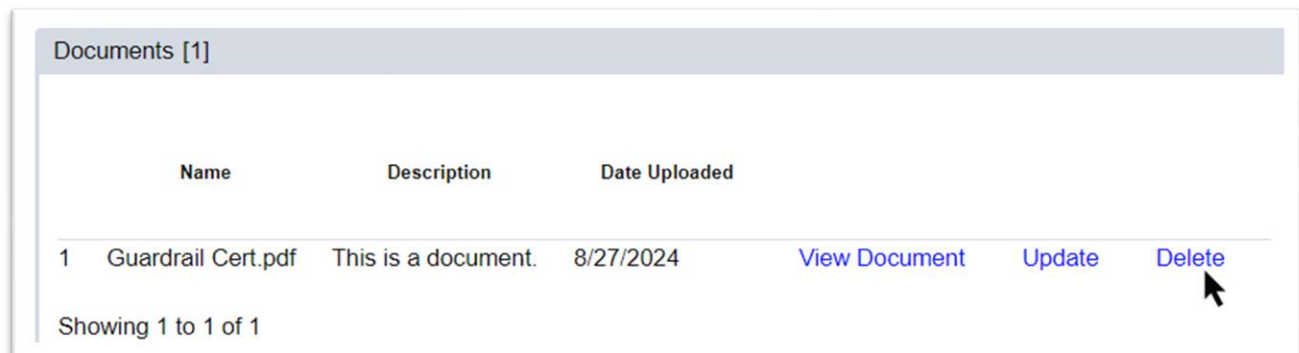
The screenshot shows an "Update" dialog box. It has a "Document Name" field with the value "Guardrail Cert.pdf". Below it is a "Description ?" field with a text area containing "This is a document.". A "Save" button is at the bottom right. A mouse cursor is pointing at the "Save" button.

2. **Description** – revise the description, as needed.

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

D. Deleting an Uploaded Document

If you need to delete a document, you can if you have the appropriate role(s). This option will not be available to some users.



The screenshot shows the same "Documents [1]" table as in the previous image. A mouse cursor is now pointing at the "Delete" button.

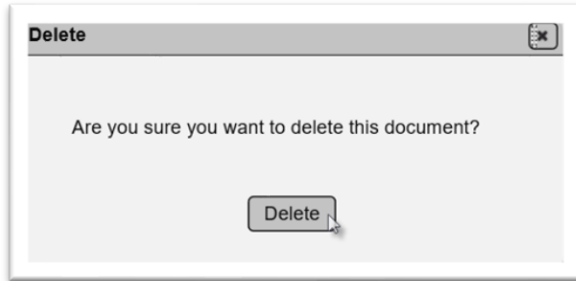
	Name	Description	Date Uploaded	View Document	Update	Delete
1	Guardrail Cert.pdf	This is a document.	8/27/2024	View Document	Update	Delete

Showing 1 to 1 of 1

1. Select the Documents tab to expand it.

2. Select the Delete option on the row of the document you want to delete.

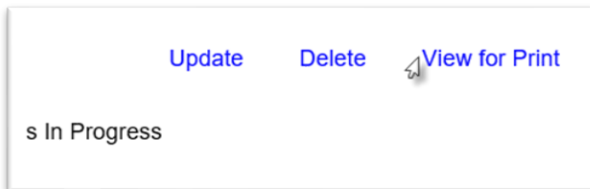
A Delete dialog box appears.



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

Chapter 9 – Viewing a CQCP for Print

When the CQCP is entered in MAC, there is no requirement to print the entry and submit it to the PA. It is submitted to the Department when the data entry person submits each section for asphalt, earthwork, and structural concrete for FDOT review or when entries for other QC Program Materials are submitted with the production facilities listed. PAs may want to print the most current CQCP to share with project personnel who do not have MAC access in the field.

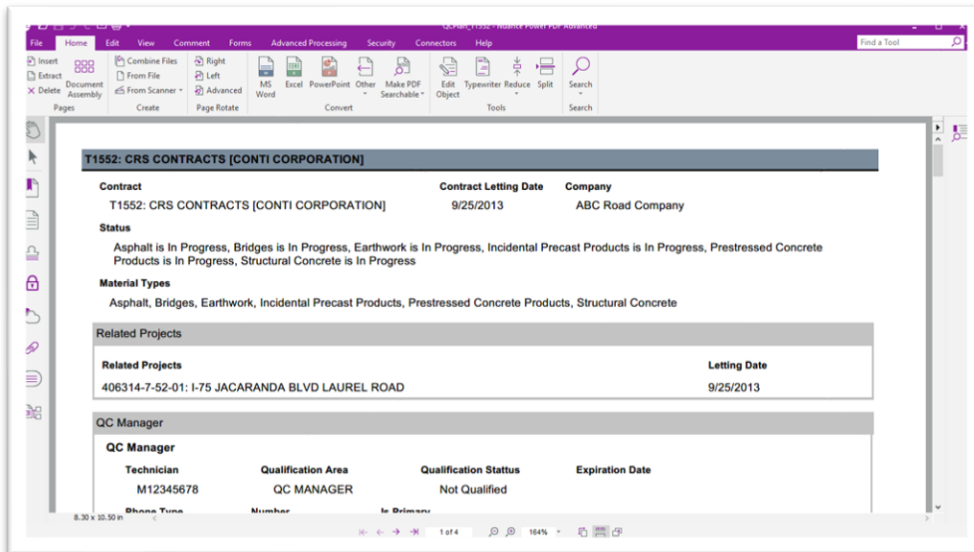


1. Select the View for Print option.

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

2. Select the Open option.

The CQCP will be opened in pdf format.



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

NOTE: It is recommended to save or print the CQCP on a regular basis. If a user inadvertently deletes a material type that has been submitted and/or accepted, the entries cannot be retrieved, and the material type and all subentries will have to be recreated.

Chapter 10 – CQCP Addendums

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

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 of [Active Addendum (In Progress)].

When an addendum is created, a new material tab is added with the status of [Active Addendum (In Progress)]. You will see both tabs. You may need to select the Material Types indicator to display the tabs. See Chapter 3, [C. Viewing CQCP Entries not initially Displayed](#) for how to display information that is hidden.

Chapter 11 – PA Routine CQCP Review

The PA should review the CQCP on a regular basis to see if new information has been added, if additional information is needed, or if there is information that has been submitted that needs to be reviewed. Look at the following items and any others that need attention on a regular basis:

1. Material types –
 - a. Are all the material types currently being produced and/or delivered identified?
 - b. If yes, are the material tabs complete?
 - i. Technicians (if applicable)
 - ii. Laboratories (if applicable)
 - iii. Production Facilities
 - iv. Structural Concrete Mix Designs (if applicable)
2. Statuses – are there any qualification statuses that have changed since the initial entry?
 - a. Technicians
 - b. Laboratories
 - i. The overall laboratory status is the only one that will change on the CQCP.
 - ii. See Chapter 5, [G. Reviewing the Laboratory Test Method Status](#) to confirm if any new or existing labs have the appropriate test methods
 - c. Production Facilities
3. Material Types that trigger Commercial Inspection –
 - a. Are the items that require commercial inspection designated?
 - b. Are any items that do not require commercial inspection, but the Department would like inspected included?
 - c. If there are items that will not be commercially inspected, has that been indicated?
4. Documents
 - a. Are there any proprietary documents such as mix designs that need to be deleted?
 - b. Are there any documents with PII such as name and TINS together mix designs that need to be deleted?
 - c. Are there any documents temporarily stored that are no longer needed for reference that need to be stored in their final retention location?
 - i. Documents that belong in EDMS
 - ii. Documents such as certified mill analysis that have already been attached to a sample?

NOTE: PAs can subscribe to specific CQCP notifications such as when a new Material Type has been added. See the [Project Administrator Notifications](#) instructions for more information.

Chapter 12 - DMRO Structural Concrete Mix Design Addendum Review

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.

The screenshot shows the 'Structural Concrete' interface. It has tabs for 'Technicians [5]', 'Labs [1]', and 'Production Facilities [2]'. The 'Production Facilities' tab is expanded, showing two entries:

- 26-998** (HOMETOWN, FLORIDA): QC Plan Accepted for Structural Concrete [7/28/2015].
- 26-998** (Gainesville, FLORIDA): QC Plan Inactivated for Structural Concrete [7/20/2010].

Each entry has a table of mix designs with columns: Mix Design, Category, Environment Code, Intended Use, Suitability, and Program Maintenance User Reviewed. The 'Program Maintenance User Reviewed' column contains 'No' and an 'Update' link for each row.

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

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

The screenshot shows a detailed view of a 'Production Facility' entry for 'PORT CHARLOTTE, FLORIDA'. The 'QC Plan Accepted for Structural Concrete' date is [1/11/2017]. The table below shows mix designs with columns: Mix Design, Category, Environment Code, Intended Use, Material Availability, and Program Maintenance User Reviewed. The 'Program Maintenance User Reviewed' column contains 'No' and an 'Update' link for each row.

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. You can open the mix design report for each mix design by clicking on the mix design number hotlink.
4. Select the Update option on the row of the first mix design.

An Update dialog box appears.



5. **Material Availability** – review the mix design component materials in the mix design to determine if the production facility can produce the mix design.

- a. If the production facility can produce the mix design, select the Is Available option.
- b. If the production facility cannot produce the mix design, select the Not Available option.

6. **Program Maintenance User Reviewed** – select this option to indicate the PMU review has been completed.

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

7. Repeat for each mix design.

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