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| **Project Information** |
| Resident Engineer (RE) |  |
| Contract Number(EA) |  |
| Description  |  |
| County/Route/Post Mile  |  |

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| **Quality Control Plan Submittal Letter** |
|  | **Quality Control Quality Assurance Program Overview (Letter)** | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| SL.1 | Identify prime contractor. |  |  |  |  |
| SL.2 | Identify paving subcontractor . |  |  |  |  |
| SL.3 | Identify hot mix asphalt producer (company and plant location). |  |  |  |  |
| SL.4 | Identify quality control manager. |  |  |  |  |
| SL.5 | Prime contractor’s signature.(Be sure it's the prime, the same person who signed the contract.) |  |  |  |  |

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| **Element 1—Quality Control Plan Certification** |
| **Element Number** | Quality Control Organization | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 1.1 | Quality control plan certification |  |  |  |  |
|  1.1.a | Contract number |  |  |  |  |
|  1.1.b | Quality control plan manager signature |  |  |  |  |

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| **Element 2—Quality Control Organization**  |
| 2.1 | Organization chart |  |  |  |  |
|  2.1.a | Show all involved (quality control manager, quality control inspectors, quality control samplers and testers, quality control laboratories, and so on). |  |  |  |  |
|  2.1.b | Show how they interact and communicate. |  |  |  |  |
|  2.1.c | Identify all by name, function, and contact phone number. |  |  |  |  |
|  2.1.d | Identify number of staff for each function. |  |  |  |  |
|  2.1.e | Show primary and secondary person per area of responsibility. |  |  |  |  |
| 2.2 | Quality control staff |  |  |  |  |
|  2.2.a | Quality control manager qualifications and experience |  |   |  |  |
|  2.2.b | Form CEM‑3801, “Request for Assignment of Inspectors, Samplers, and Testers” |  |   |  |   |
|  2.2.b.1 | Form CEM‑3802, “Quality Control Inspector Affidavit of Proficiency,” for each inspector |  |  |  |  |
|  2.2.b.2 | Form TL‑0111, “Qualified Certificate of Proficiency,” for each sampler and tester |  |  |  |  |
| 2.3 | Laboratories |  |  |  |  |
|  2.3.a | Main quality control laboratory—IAP accreditation form TL‑0113, “Caltrans Accredited Laboratory Inspection Report” |  |  |  |  |
|  2.3.a.1 | Include name, address, phone, fax and email address. |  |  |  |  |
|  2.3.a.2  | Include laboratory manger name and contact information. |  |  |  |  |
|  2.3.a.3 | Include tests to be performed. |  |  |  |  |
|  2.3.b | Field quality control laboratory—IAP accreditation form TL‑0113, “Caltrans Accredited Laboratory Inspection Report”  |  |  |  |  |
|  2.3.b.1 | Include name, address, phone, fax, and email address. |  |  |  |  |
|  2.3.b.2  | Include laboratory manager name and contact information. |  |  |  |  |
|  2.3.b.3 | Include tests to be performed. |  |  |  |  |
|  2.3.c | Provide nuclear gage radioactive license. |  |  |  |  |

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| **Element 3—Quality Control Plan Distribution** |
| **Element Number** | Quality Control Organization | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 3.1 | Distribution list |  |  |  |  |
|  3.1.a | List locations of quality control plans. |  |  |  |  |
|  3.1.b | Name person responsible for distributing quality control plan supplements. |  |  |  |  |

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| **Element 4—Quality Control Inspection Plans** |
| **Element Number** | **Quality Control Inspection Plans** | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 4.1 | Submit quality control inspection plan for plant operations. |  |  |  |  |
| 4.2 | Submit quality control inspection plan for placement operations. |  |  |  |  |

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| **Element 5— Quality Control Sampling and Testing Plan** |
| **Element Number** | Quality Control Sampling and Testing Plan | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 5.2 | QC Plan for sampling and testing (List quality characteristic, test method, frequency, sample location.) |  |  |  |  |

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| **Element 6— Quality Control Random Sampling Plan** |
| **Element Number** | Quality Control Random Sampling Plan | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 6.1 | Submit random sampling plan, including table of random numbers. |  |  |  |  |
| 6.2 | Submit an example of the random sampling plan |  |  |  |  |

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| **Element 7—Corrective Action Plans** |
| **Element Number** | Corrective Action Plans | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 7.1 | Include list of anticipated corrective actions. At a minimum include: |  |  |  |  |
|  7.1.a | ***At production site—***Asphalt content, aggregate gradation, aggregate moisture, mix moisture, asphalt binder temperature, aggregate temperature, mix temperature, sand equivalent, mix segregation, uncoated aggregate, mixing time, and mix storage time. |  |  |  |  |
|  7.1.b | ***At placement site—***Subgrade preparation, tack coat, ambient temperature, mix temperature, joint construction, thickness, placement yield, cross slope, joint offset, mix segregation, compaction testing, and smoothness. |  |  |  |  |

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| **Element 8—Quality Control Documents** |
| **Element Number** | Quality Control Documents | **Contractor's check** | **Engineer's Check** | **Comments** |
| **Complete (Yes)** | **Incomplete (No)** |
| 8.1 | Identify forms to be used. |  |  |  |  |
|  8.1.a | Hot mix asphalt daily record of inspection form CEM‑3501, “Hot Mix Asphalt Production Report” |  |  |  |  |
|  8.1.b | Hot mix asphalt daily record of inspection form CEM‑3502, “Hot Mix Asphalt Placement Report” |  |  |  |  |
|  8.1.c | Hot mix asphalt daily summary of testing form CEM‑3803, “Hot Mix Asphalt Daily Summary of Testing” |  |  |  |  |
|  8.1.d | Hot mix asphalt inspection and testing summary form CEM‑3804, “Hot Mix Asphalt Inspection and Testing Summary” |  |  |  |  |

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| **Additional Comments** |
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