

MANAGEMENT REVIEW CHECKLIST

Laboratory Information

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|----------------|--------|
| LAB NAME | DATE |
| ADDRESS | |
| LAB SUPERVISOR | E-MAIL |

Attendees

| | |
|------|--------|
| NAME | E-MAIL |
| NAME | E-MAIL |
| NAME | E-MAIL |
| NAME | E-MAIL |

Summary of Actions from Previous Management Review

Record findings from the previous management review and any actions taken to resolve those findings.

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Suitability of QMS Policies & Procedures

General statement regarding compliance of the QSM relating to the requirements outlined in AASHTO R 18.

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Internal Audits

Review the Internal Laboratory Audit Checklist.

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| Are results of internal audits identified? | Yes | No |
| Comments | | |

External Audits

Review records related to ASHTO resource/CCRL Assessment or Accreditation or any other external audit documentation.

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| Are results of external audits identified? | Yes | No |
| Comments | | |

Technician Records

Review all technician certifications, IAT, and evaluation records.

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| Are technician certification records available and up to date? | Yes | No |
| Comments | | |

Equipment Records

Review records listed below.

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|--|-----|----|
| Are equipment calibrations, standardizations, and checks and maintenance records available and up to date? | Yes | No |
| Comments | | |

Proficiency Sample Testing Records

Review proficiency sample records for previous year.

| | Yes | No | N/A | DATE |
|---------------------------------------|-----|----|-----|------|
| 1. Performance Graded Asphalt Binder | | | | |
| 2. Emulsified Asphalt | | | | |
| 3. Asphalt Mixture Solvent Extraction | | | | |
| 4. Asphalt Mixture Ignition Oven | | | | |
| 5. Asphalt Mixture Gyratory | | | | |
| 6. Asphalt Mixture Marshall Design | | | | |
| 7. Coarse Aggregate | | | | |
| 8. Fine Aggregate | | | | |
| 9. Soil Classification & Compaction | | | | |
| 10. Concrete | | | | |
| 11. Portland Cement | | | | |
| 12. Blended Cement | | | | |
| 13. Pozzolan Chemical | | | | |
| 14. Reinforcing Bar | | | | |
| Comments | | | | |

AASHTO Re:Source Laboratory Assessment

Review previous AASHTO re:source assessment with listed findings.

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| Is AASHTO re:source lab assessment completed and documented? | Yes | No |
| Comments | | |

Corrective Actions

Review all related corrective action reports.

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|---|-----|----|
| Are there corrective actions from the prior year and if so, what is the status? | Yes | No |
| Corrective Action Status | | |

AASHTO R-18, Section 5.8.1, Note 7 states: The corrective action procedure should be implemented for nonconformities in the following areas: internal audits, customer complaints, equipment calibrations, standardizations, checks and maintenance, external assessments, and proficiency sample testing.

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| Comments |
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Laboratory Work Type & Volume

Review records showing any changes in work type or volume.

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| Are there any recorded changes in the type or volume of work from the previous year? | Yes | No |
| Comments | | |

Laboratory Resources

Review records relating to laboratory resource needs.

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|--------------------------------------|-----|----|
| Have resource needs been identified? | Yes | No |
| Comments | | |

Laboratory Complaints

Review recorded complaints from previous year.

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|---|-----|----|
| Have there been any recorded complaints during the previous year? | Yes | No |
| Comments | | |

Labor Management Review Summary

List all findings from the review.

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| Comments |
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MDOT LABORATORY QUALITY SYSTEMS ENGINEER'S SIGNATURE

NAME: