

## MANAGEMENT REVIEW CHECKLIST

### Laboratory Information

LAB NAME	DATE
ADDRESS	
LAB SUPERVISOR	E-MAIL

### Attendees

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.

### Suitability of QMS Policies & Procedures

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

### Internal Audits

Review the Internal Laboratory Audit Checklist.

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.

Are results of external audits identified?	Yes	No
Comments		

**Technician Records**

Review all technician certifications, IAT, and evaluation records.

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

**Equipment Records**

Review records listed below.

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.

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

