

Checklist for QCQA Reports



1. Verify that the mix design is approved by a Level 2 TxDOT district personnel.
2. Download the current tx2qcqa14 template from the TxDOT website.
<https://www.txdot.gov/inside-txdot/forms-publications/consultants-contractors/forms/site-manager.html>
3. Verify all information on the QCQA "General" tab is correct.
4. Check for current JMF on the "Design" tab. Refer to the note on the template to ensure the proper JMF # is selected.
5. If the Contractor wants to make a JMF change, they must inform TxDOT about the change and get approval prior to changing it. Changes cannot be made during the production of a lot and must be provided to the Engineer in writing before the start of a new lot.
6. Verify that the information on the "Design" tab matches with the information on the mixture design.
7. Verify that the *cumulative % passing* on the "Design_Grad" tab matches with the current JMF.
8. Verify the random numbers are correct on the "Prod_Sample" and "Place_Sample" tab.
9. Ensure that all production referee samples and asphalt samples are labeled and kept in the Engineer's lab. Nothing should be taken out until it is ok to dispose of it or it is being shipped to MTD for testing.
10. All test results, including road core densities, must be completed and saved on current QCQA templates. This should include all TxDOT data, as well as all applicable Contractor information. TxDOT or a TxDOT representative must input all data into SiteManager.
11. Test results for in-place air voids must be submitted to the Contractor within 1 working day of receipt of the trimmed cores.
12. If testing results in either suspended production or in a remove and replace scenario, notify the appropriate parties immediately. At a minimum, this should include: the TxDOT 1B inspector, TxDOT 1A technician, the Contractor plant manager, and the District lab.
13. When you input all the testing results in the QCQA template, check the "Summary" tab and look for any red flags. If there are red flags, send the QCQA report to the District lab or applicable Area Office for guidance. If there are no red flags, wait to send the report until you receive all road core results.
14. Make a note in the remarks box on the "General" tab if anything out of the ordinary happens. An example of this would be: no road cores delivered or tested. List the reasons why this happened, why the decision was made to allow it, etc.
15. Naming convention for report titles; Lot#, CSJ, spec and mix type, date.
Example: Lot 10_1069-01-037_341 DG-D_10-30-18