

Kentucky Method 64-001-08
Revised 04/02/08
Supersedes 64-001-05
Dated 01/28/05

KENTUCKY TRANSPORTATION CABINET
QUALIFICATION PROGRAM FOR TECHNICIANS

1. SCOPE:
 - 1.1. According to Title 23, Part 637, Code of Federal Regulations (23 CFR 637), FHWA's "Quality Assurance Procedures for Construction", all acceptance and verification sampling and testing must be performed by "qualified personnel".
 - 1.2. As defined in the Quality Assurance Program for Materials Testing and Acceptance, the Kentucky Department of Highways has established a Quality Assurance (QA) program to ensure that materials and workmanship incorporated into any highway construction project are in reasonable conformity with the requirements of the approved plans and specifications, including any approved changes. This QA program allows for the use of validated, contractor-performed, quality control (QC) test results as part of an acceptance decision. It also allows for the use of test results obtained by commercial laboratories in the Independent Assurance (IA) program as well as in acceptance decisions.
2. REFERENCED DOCUMENTS: Kentucky Department of Highways Quality Assurance Program for Materials Testing and Acceptance
3. QUALIFICATION PROGRAM STEERING COMMITTEE (QPSC): The Qualification Program is overseen by a Steering Committee consisting of the following representatives:
 - State Highway Engineer
 - Deputy State Highway Engineer for Project Delivery
 - Director, Division of Construction
 - Director, Division of Materials
 - Director, Division of Employee Support
 - Division of Materials Qualification Coordinator
 - Representative, Federal Highway Administration
 - Representative, Kentucky Ready Mixed Concrete Association (KRMCA)
 - Representative, Kentucky Association of Highway Contractors (KAHC)

Representative, Kentucky Crushed Stone Association (KCSA)

Representative, Plantmix Asphalt Industry of Kentucky (PAIKY)

4. QUALIFICATION POLICIES:

4.1. Required qualifications are primarily: 1) sample and test oriented or 2) demonstration of knowledge or expertise for a specific discipline.

4.1.1. Qualifications required for sampling and testing as part of a QA program. These qualifications are required, as applicable, for the QC effort, acceptance, verification, or IAS program. To qualify, an individual must successfully perform the specific tests and necessary calculations required for each qualification type in the presence of an authorized evaluator. Successful performance is defined as demonstrating the ability to properly perform the key elements for each test method. If the individual fails to demonstrate the ability to perform a test, the individual may be allowed one retest per test method at the evaluator's discretion.

4.1.2. Qualifications required for demonstration of knowledge or expertise associated with items of work. These qualifications are required, as applicable, for project oversight when specific items of work are being performed.

4.2. The individual must pass a written examination administered by an authorized evaluator. An individual failing the written examination may request a retest. The individual may be allowed one retest at the evaluator's discretion. The retest must be requested, scheduled and administered within 30 days of the notification of failure. Failure to pass the second written examination shall be considered as failing the entire qualification.

4.3. Qualification of an individual is valid for not more than five years. After that time, the individual must qualify again. Under the requirements of the QA program, interim evaluations will be permitted when appropriately justified.

4.4. Test questions and other examination data used to administer this qualification program are subject to reuse and are considered confidential and exempt from public records inspection.

5. EXAMINATION METHODS AND POLICIES:

5.1. A standard set of examinations for each qualification will be used statewide. With the exception of national qualifications, the examinations will be developed by a committee composed of personnel from some or all of the following: Division of Materials, Division of Construction, and appropriate industry representatives.

5.2. In addition, the individual may be required to participate in proficiency sample testing administered by the qualification authority to validate the qualification. The result of the proficiency samples will be evaluated for compliance with acceptable tolerance limits. If the comparison of test results does not comply with the tolerances, an engineering review of the test procedures and equipment shall be performed immediately to determine the

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source of the discrepancy. Corrective actions must be identified, and incorporated as appropriate, prior to the individual performing additional testing on that test method.

6. DISQUALIFICATION PROCEDURES: A qualified individual can be disqualified for any of the following reasons:
 - 6.1. Failure to pass requalification requirements and/or provide payment of fees, initial or requalification.
 - 6.2. Found to be guilty of falsifying test results, records, and/or reports or any willful departure from approved policy/procedure. Allegations of falsification or willful departure will be made to the QPSC in writing. The allegations will contain the name, address, and signature of the individual(s) making the allegation. The allegations will be investigated by the QPSC. The accused and the individual(s) making the allegation will be given the opportunity to appear before the QPSC. All involved parties will be notified in writing of the findings by the QPSC. Any warranted actions will be imposed according to the guidance contained herein. Decisions regarding allegations may be appealed in writing to the QPSC which will consider such written appeals and take such action considered appropriate.
 - 6.2.1. First offense would result in a 12-month revocation of qualification status in all qualification types. Prior to reinstatement, the individual shall again successfully complete qualification classes.
 - 6.2.2. Second offense would result in a permanent loss of qualification status in all qualification types.

6.3. Found to be guilty of improperly performing tests, failing to perform tests, or being incapable of performing tests and documented by a qualified technician. The documentation ("Report of Violation" form, copy attached) must include the date(s), time(s), location(s), occurrence(s) of non-conformance, and signature of the qualified technician reporting the incident.

6.3.1. First offense would result in a letter of reprimand from the QPSC.

6.3.2. Second offense would result in a 30-day revocation of qualification status.

6.3.3. Third offense would result in a revocation of qualification status. The individual may obtain qualification again after a six-month period and successfully completing the appropriate qualification class(es).

APPROVED



DIRECTOR
DIVISION OF MATERIALS

DATE

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Dated 01/28/05

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