

9-4

Independent Assurance:

View IA Records Pending Verification & Completion

Objectives

Verify an IA Correlation Record
Complete an IA Correlation Record

Review IA Correlations

Once an IA Correlation record has been created, it must be verified by the appropriate IA Inspector, and then completed by the IA Section Supervisor.

The IA Inspector's task of verifying each correlation consists of nothing more than reviewing the correlation information for accuracy and setting the correlation status to "Verified." Completing the correlation is an almost identical process performed by the IA Section Supervisor in which the correlation status is set to "Complete."

The **IA Correlation Detail** window is used to both verify and complete all IA correlation types, and can be accessed in one of three ways. This section will concentrate on the third option listed below.

- ◆ Navigate directly to the **IA Correlation Detail** window from the Notification window by double clicking the notification. See the "Notifications" section of this chapter for detailed notification instructions.
- ◆ Navigate to the **IA Correlation Detail** window from the **IA Correlation Search** window. See the "Review IA Correlations" section of this chapter for detailed search instructions.
- ◆ Navigate to the **IA Correlation Detail** window from a queue of correlations that are pending action.

Verifying and Completing IA Correlations

To access either of the pending action queues, do the following:

- Step 1:** Select **Independent Assurance** from the **Functions** menu and choose either **View IA Correlations Pending Verification** or **View IA Correlations Pending Completion**

Note: Any user can access the View IA Correlations Pending Completion window, however; only the IA Section Supervisor and his designate(s) can complete an IA correlation.

A list of correlations displays:

ID	Type	IA Inspector	Material	Contract	IA Sample/ Placed Date	IA Test Date	IA Field ID/ Test Section	IA Comp. Sample ID	1
1	Conventional Density	Ray, Roy L	Field Density - Embankme	C105061	06/05/2001	06/05/2001	36X	8.T11	1
30	Conventional Density	Ray, Roy L	Field Density - Embankme	C105061	06/05/2001	06/05/2001	36X	8.T11	1
32	Conventional Density	Ray, Roy L	Field Density - Embankme	C105061	06/05/2001	06/05/2001	36X	8.T11	1

Tip: The information in both the **Pending Verification** and **Pending Completion** windows are sorted by Correlation ID in ascending order. To change the sort order or type, click on the corresponding column title.

This list will vary depending on the menu option chosen, and will contain a queue of records that are either pending verification or pending completion. Each queue can be filtered by IA Inspector using the

list box that appears at the top of the screen. The default filter values are determined as follows:

- ◆ If the HiCAMS user is an IA Inspector, a Concrete Technician, or a Section Materials Specialist, the default filter will be the user's name
- ◆ If the HiCAMS user is the IA Section Supervisor, the default filter will be < ALL >
- ◆ If the HiCAMS user is any other staff member, the default filter will be < ALL >

Step 2: To change filters, select a name from the list box in the *IA Inspector* field.

Step 3: Double click the correlation record to be verified and/or completed.

The **IA Correlation Detail** window displays, with the **Correlation** tab in focus:

IA Correlation Detail ID: 39

ID: 39 Type: Nuclear Density Status: Pending Contract: C103338 Division: 7

Material: Asphalt Concrete Base Course, Sand Asphalt, Type F-1 - Tons Material Type: Asphalt Bases & Pavements - English

General Correlation History

Rating Limits

Test	Station	Acc.	IA	Difference	Rating
1	13*	48	92.50	92.00	0.50 Excellent
2	13*	28	91.50	93.40	1.90 Excellent
3	12*	14	91.90	91.40	0.50 Excellent
4	11*	26	92.50	92.50	0.00 Excellent
5	11*	11	91.50	88.50	3.00 Fair
Avg. % Compaction:			91.58	91.72	1.14 Excellent

Acc. IA

Gauge: 2456+0891 2564+1551

Mode: DT DT

Lane: EB EB

Moisture: 15.00 15.00

Density: 7478.00 1955.00 7438.00 1956.00

Target Density: 2395.00 (PCF)

Acceptance Entry: []

Q.C. Technician: Hathcock, Gerald W

Comment: []

IA Inspector: Ray, Roy L

IA Supervisor: Stanberry, Philip L

Resident Engineer: Holder, Michael L

Rating Limits Created Date: 3/30/01

Step 4: The information contained on each tab of this window will vary depending on the correlation type. Whether or not the fields are editable or protected will depend on the correlation type and its status. In the above example, a Nuclear Density correlation that

is pending verification is displayed, however; all correlations are verified and completed in the same manner.

Step 4: Review the information contained on all three tabs of the **Correlation Detail** window for accuracy. An example of the **General Tab** for an ABC Gradation & Stabilizer correlation appears below:

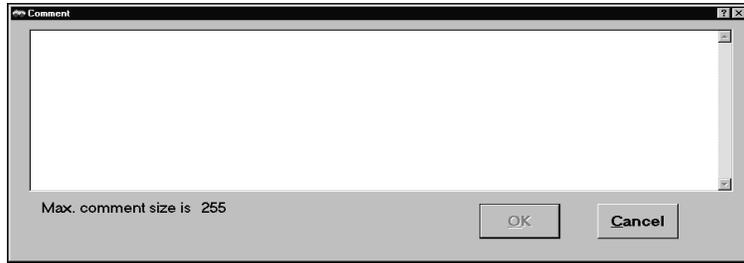
Acceptance		IA	
Sample/Part ID:	176821	176822	
Sampled By:	Ray, Roy L	Ray, Roy L	
Field ID:	1	2	
Sampled Date:	06/05/2001	06/05/2001	
Test Date:	06/07/2001	06/07/2001	
Station From:	234 +	1	234 + 1
Station To:	567 +	2	567 + 2
Location:	x	 x	

To navigate to the **Sample Details** window for either the Acceptance / QA sample, or the IA-Comparative sample, click the Acc. Sample Details button or the IA Sample Details button, respectively.

Step 5: Perform any investigation necessary as a result of 'Fair' or 'Poor' correlation ratings.

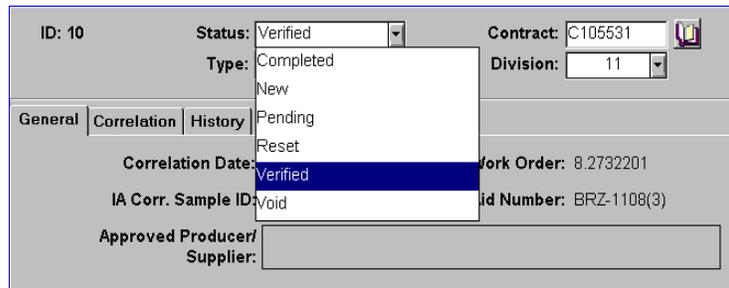
Tip: To view the rating limit table used to establish Excellent, Good, Fair, and Poor ratings for a given correlation, click the **Rating Limits** button on the Correlation tab (Enter any comments relevant to the correlation or investigation by doing one of the following:

- ◆ Enter comments by typing directly in the Comment field:



- ◆ Click the **book** icon to the right of the *Comment* field and type in the **Comment** window that appears

Step 6: Set the correlation status to “Verified” or “Complete” by choosing from the list box in the *Status* field.



Each correlation record must be Verified before it can be Completed. Only the IA Section Supervisor and his designates can set a correlation status to “Complete”

Step 7: Click the **Save** button on the toolbar.

See the “Notifications” section of this chapter for information regarding the notifications sent when a correlation record is saved with a verified status.