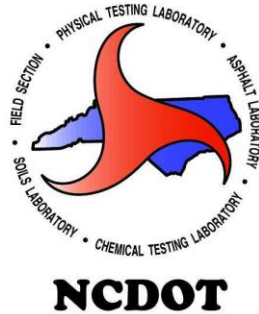


# Materials & Tests Unit



## Standard Operating Procedure Segmental Retaining Wall Units Annual Facility Audit

### **Objectives:**

- The purpose of the Annual Facility Audit is to ensure that Segmental Retaining Wall Unit facilities are operating and documenting operations which meet NCDOT standards, and are capable of producing NCDOT approved products.
- Audits shall be performed a minimum of once per year, unannounced, and recommended during a NCDOT production.

### **Materials Inspection and Acceptance:**

The review of documentation and collection of samples will confirm the facility meets all NCDOT standards, and is in compliance with all Materials and Tests policies.

### **Safety Equipment List:**

Safety Vest  
Hard Hat  
Steel Toe boots  
Eye and ear protection  
Gloves for collecting samples

### **Safety Concerns:**

Personnel should be aware at all times of functioning equipment and machinery. Review all safety guidelines required by the facility.

### **Required Sampling:**

One sample= 5 individual units selected randomly from the same lot. A sample shall be obtained per type block produced for a NCDOT project.

Samples should be submitted to Chemical and Physical Laboratories with appropriate sample cards.

### **M&T Inspector's Audit:**

- Verify and view current Brand Registration is on-site.
- Verify ownership facility update form is correct and complete.
- Verify and view facility has a current approved in-house quality control plan.
- Verify and view facility has an approved laboratory.
- Verify the facility has a qualified and approved (active) quality control individual on-site.
- View and verify materials (cement, fine & coarse aggregate, admixtures) are supplied from a NCDOT approved facility.
- Verify the storage of raw material meets specification.
- Verify facility is following their QC plan.
- View samples of associated NCDOT documentation is completed for every NCDOT production of product.
- Perform a walk through the yard to view/verify; dimensions of piece meet the approved requirements, proper storage of pieces, repair process, and loading of pieces.

### **Standards:**

NCDOT Standard Specifications For Roads And Structures

NCDOT Materials and Tests policies and procedures

### **Sample Prep And Submittal:**

Samples shall be handled to avoid contamination during the sampling, log-in, and transportation process. Sample cards shall be fixed to their corresponding sample and transported to the appropriate laboratory for analysis.

Samples shall be entered utilizing the HiCAMS system - see Annual Facility Audit Field Manual for entry examples.

### **Documentation Submittal:**

- Complete the "2016 Segmental Retaining Wall Units Annual Facility Audit" (located on the S-drive), and send to Samuel Frederick. This documentation can be submitted via electronically, faxed, or hard copy sent by mail.
- Complete the "2016 Segmental Retaining Wall Units Ownership Update" form (located on the S-drive), and send to Samuel Frederick. This documentation can be submitted via electronically, faxed, or hard copy sent by mail.