



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

BEVERLY EAVES PERDUE
GOVERNOR

EUGENE A. CONTI, JR.
SECRETARY

February 18, 2011

Memorandum To: Asphalt Contractors

From: Christopher A. Peoples, PE
State Materials Engineer

A handwritten signature in black ink, appearing to read "Christopher A. Peoples".

Subject: Use of the NCDOT Quality Assurance Program (QAP)
Computer Application with the QMS/HMA Program

The NCDOT Quality Assurance Program (QAP) is a web based Quality Control/Quality Assurance application developed by the Department to provide web-enabled data entry of individual QC and QA test results. This program is for use by personnel from the Department and from Producers/Suppliers who provide Aggregate or Asphalt materials for highway construction projects.

The QAP application will allow for more efficient management of data from the QMS Program. It will allow personnel to track individual materials from specific facilities. It can also be used for statistics-based reporting to monitor performance of the QMS Program.

The QAP Application will allow users to:

- Enter individual QC and QA Asphalt Mix test results for materials produced at asphalt plants for use on NCDOT construction projects.
- Enter daily asphalt tonnage, truck ticket and other information for individual Job Mix Formulas (JMFs).
- Department users will be able to correct inaccurately reported QC and QA test results and Asphalt tonnage information.
- Review individual test reports, QC/QA comparison reports, control charts, daily tonnage reports, and miscellaneous test summary reports.
- Users will also be able to run statistical reports including paired-t and F&t tests for specific Aggregate and Asphalt material properties.

Beginning March 15, 2011, this method of data entry will be required for all testing associated with the QMS/HMA Program.

MAILING ADDRESS:
NC DEPARTMENT OF TRANSPORTATION
MATERIALS & TESTS UNIT
1563 MAIL SERVICE CENTER
RALEIGH NC 27699-1563

TELEPHONE: 919-733-7411
FAX: 919-733-8742

WEBSITE: WWW.NCDOT.GOV

LOCATION:
1801 BLUE RIDGE ROAD
RALEIGH NC 27607

As part of the QMS Program, certain forms are required to be submitted and/or retained by the QC laboratory. All paperwork submission and retention should continue to meet the requirements of the latest version of the QMS Manual. Once the integrity of the QMS system using QAP has been verified, further direction will be given as to which documentation can be housed electronically within the QAP system.

To gain access to the QAP system, each user must have a North Carolina Identification (NCID) user account. Many users have already done this, but for personnel that have not been registered for QAP, please access the *NCDOT Quality Assurance Program Getting Started Guide* at the following web address:

http://www.ncdot.org/doh/operations/materials/pdf/ncid_ng.pdf

One attachment is included with this letter:

- **QAP/HiCAMS User Registration Form.** While the above Guide will help each user obtain an NCID User ID, additional steps must be taken by the Department to link an individual's NCID to the HiCAMS application. One registration must be completed for each user and Account Administrator with your company.

The User Registration Form must be completed, verified by your company's Account Administrator, and returned to Ms. Francine Ward with the Materials and Tests Unit:

NCDOT – Materials and Tests Unit
Attn.: Ms. Francine Ward
1801 Blue Ridge Road
Raleigh, NC 27607
fdward@ncdot.gov
Fax: (919) 329-4242

This has to be done before your personnel can gain access to the QAP Application and begin using its features. Also note, this step must be completed within three days of creating your NCID login account. If you have not successfully logged in to the QAP application within three days, your NCID account will be deleted.

If you have any questions concerning QAP Registration, please contact Ms. Francine Ward at (919) 329-4290.

CAP/tww

Attachments

cc: Division Engineers
Division Construction Engineers
Division QA Supervisors

C. A. Gardner, PE, CAPA
J. B. Phillips, PE, FHWA
R. A. Hancock, PE

QAP/HiCAMS User Registration Form

The following information is required to link each Quality Assurance Program (QAP) user's NCID with the HiCAMS application. Please fill out this form completely and return it to your company's QAP Account Administrator.

COMPANY INFORMATION

Business Name

Business Address

Contact Phone Number

USER INFORMATION

Last 4 Digits of SSN

Last Name

First Name

Middle Name/Initial

Job Title

User ID from NCID

Email Address Linked to NCID Account

Supervisor's Name

Supervisor's Title

For Use by Company Account Administrator Only

Account Administrator Name

Administrator NCID User ID

I hereby confirm that I am a designated Account Administrator for the above company and do authorize the above person to have access to my company's information available via the NCDOT QAP Application. I also verify the accuracy of the above user information.

Signed: _____

MEMORANDUM FOR THE RECORD

The following information was obtained from a review of the files of the [redacted] and is being furnished to you for your information.

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The above information was obtained from a review of the files of the [redacted] and is being furnished to you for your information.

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