

# Materials & Tests Unit



## Standard Operating Procedure Brick & Block Annual Laboratory Audit

### **Objectives:**

- The purpose of the Annual Laboratory Audit is to ensure that Brick and Block laboratories are operating and documenting operations which meet NCDOT standards, and are capable of testing 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:**

Steel Toe boots  
Eye and ear protection

### **Safety Concerns:**

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

### **Required Sampling:**

Annual samples are not required for laboratory audit.

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

- Verify ownership facility update form is correct and complete.
- Verify and view facility has a current approved in-house quality control plan.
- Verify the facility has a qualified and approved (active) quality control individual on-site.
- Verify all equipment is calibrated a minimum of once per year.
- Verify sampling frequency is in accordance with NCDOT standards and policies.
- Verify testing procedures are in accordance with NCDOT standards and policies.

- Verify facility is following their QC plan.
- View samples of associated NCDOT documentation is completed for every NCDOT production of product.

**Standards:**

NCDOT Standard Specifications For Roads And Structures

NCDOT Materials and Tests policies and procedures

**Sample Prep And Submittal:**

Samples are not required for the laboratory audit.

**Documentation Submittal:**

- Complete the “2015 Brick & Block Annual Laboratory Audit Checklist” (located on the S-drive), and send to Samuel Frederick. This documentation can be submitted via electronically, faxed, or hard copy sent by mail.