

**Quality Control (QC) Manager
Technical Review Team
Meeting Minutes
October 21, 2009
State Materials Office, Gainesville**

Attendees: Susan Blazo (SMO), Richard Massey (TRT Chair (SCO), Ken Morgan (Tpk), Steve Plotkin (SCO)(Via Teleconference), Michael Ruland (Dist. 5)

Guest: Nina Barker, (Co-Dir., CTT), Morgan Witter (CTT)

The meeting started at 10:30 AM with discussion of topics from the Agenda below:

- Discussions by the TRT of making recommendations of course material modification/changes and also discussion of who would make these modifications/changes and other concerns of course material.

Opened meeting by polling the TRT members if they preferred for the TRT team to take on the task of updating this course or would we prefer to place it out for bid providing funding is available. It was unanimous that we place out for bid. The TRT would develop a robust Scope for the bidder defining exactly what we expected out of the course. We would identify items of importance by bulleting critical areas and showing areas to Emphasis.

Then we proceeded to review the current course and determine if that Module needed “overhauling” and how much.

Module 1 (Welcome) & Module 2 (Contractor Quality Control) – These two chapters appear to be okay, they don’t particularly need anything done.

Module 3 (Statistics) – look at changing the examples used to reference a real project. Another suggestion was to have a “Hands-on” seminar, such as earthwork, show where the densities are falling off the chart, or at least have this “mini” class show the student how to monitor the statistics of the test results. Maybe give a scenario of how to fill out a DDM (Disposition of Defective Material) form based on the test results.

NOTE: Nina suggested that we go to the National Highway Institutes (NHI) website, it has an excellent tool for developmental learning called *Develop or Deliver a Course*.

See: www.nhi.fhwa.dot.gov

Module 4 (QC Plan) – This session needs to be reworked to remove a lot of the Producer responsibility, but it also needs to explain how the Contractor and Producer are intertwined with the Contractor’s QC Plan.

Make sure to incorporate other materials such as the Timber, Drainage products and Structural Steel instead of just the main “food” groups ie; Asphalt, Earthwork and Concrete.

Module 5 (Specification's) – Move this session to the Roles & Responsibilities session and cover the material's listed that are required in the QC Plan. Don't reiterate the specifications in this course, only describe how or what specifications are related to the QC Manager and what he should be responsible for. We don't need to repeat specifications verbatim in this course.

Also look at Independent Analysis (IA's) and see if there are examples for the student to review or "see" the statistical results to determine if a particular material is "going off the chart", this could be performed in one of the "mini activities" or "workshop/homework".

Module 6 (Roles & Responsibilities) – Take this module and move it to the front of the course after the "Welcome" module. This is the "meat & potatoes" of this course and it needs to be instilled at the beginning of the course and not at the tail end. **NOTE:** There is an error in slide 6-18 (Class of Concrete – by Lot#, not true!). Also look at removing slides 18-20, they describe the lot numbering of asphalt and concrete, earthwork and drainage density log sheets. Slides 26-28, the QC Manager doesn't sign these forms, maybe remove to cut out confusion, may only want to talk about these types of forms. The QC Manager should be aware of certain forms and make sure they are submitted by the Contractor if applicable. Also may only want to emphasis what forms they are responsible for and which ones they are to sign.

Another topic we could add to this module is emphasis to the student that in the QC Manager's role he could look for ways to save time or money on a project.

Also expound on the QC Manager's responsibility, not just "sign" the Compliance form, "go check those records" and any other issues that the QC Manager should be aware of! Such as check these things monthly, are the DDM's taken care of?

Overall: Revamp the Instructor's slides/notes, don't just say, "Read bulleted items on the slide", the student can read that for themselves, go into detail, expound on the bulleted item if need be. Collect feedback from various approved QC Manager Instructor's on what the course needs from their viewpoint as an instructor/trainer.

Action: Richard to look at Chapter 7 of CTQM – Look at qualifications requirements and P.E. requirements. Make sure we emphasize that 1st time folks are required to take or recommend they take the course and exam.

Action: Steve to look at the Concrete TRT scope, it is setting standards for that course to be revised. Steve will forward to the QC Manager TRT.

Action: Check with Dave Sadler/Lewis Harper on the CPPR, we understand that Category 6 is going to include language for Contractor QC responsibilities. Steve is working on this and will be implemented when the QC Master Plan/QC Project Specific Plan concept is implemented.

Action: Check with Kim Smith to see how much money is available for revising this course by an outside source. Discussed with Kim and he informed me that the monies for these courses have been moved into another budget entity and if we wanted to have this done it could be. But he warned me that we would have to move on it, the monies on these contracts have to be completed by June 30th of each year, they can't go over these dates.

Action: Check with Yvonne Collins on Chapter 10 of the CTQM, of Instructor's training capabilities. One solution the TRT could do is having the Instructor perform via video conferences to determine if this person was capable of instructing a class.

Action: Ask Yvonne about CTQP login for "all" access, who has this ability?

Last topic: There was a concern brought up over and over about TIN # and names being used together? For histories sake; When QC 2000 started, Ken Morefield made management decision to not include both to keep from using TIN and names together, that someone could "steal" additional information about that person. One of the problems in the field is when a Technician provides a TIN # for verification, how do you know that person is who they say they are? Typically the IA will verify, they check some 80% (their goal) of active Technicians during a year period. This is generated by LIMS as part of the SMO's QA process. If that Tech inputs data for acceptance testing into LIMS then their TIN # will be generated and that 80% will be verified. Keep in mind though the Verification Technician can ask to see the QC Technician's Driver's License (DL) to verify his TIN #.

Make sure that this language is in the CTQM, that Project personnel can ask to see their DL's to verify their TIN # along with their photo ID.

Meeting Adjourned at 2:30 PM.

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