



Florida Department of Transportation

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STEPHANIE C. KOPELOUSOS
SECRETARY

MEMORANDUM

DATE: July 1, 2007

TO: District Maintenance Engineers

FROM: Tim Lattner, Director, Office of Maintenance

COPIES: District Contracts Engineers / Managers

SUBJECT: **Requirements for Qualifications of Maintenance Rating Program (MRP) Team Leaders**

A handwritten signature in blue ink, likely belonging to Tim Lattner, the Director of the Office of Maintenance.

In an effort to improve the Maintenance Rating Program, the Office of Maintenance is requiring that the team leader be qualified and registered with the Office of Maintenance's Maintenance Rating Program. To qualify as a team leader, the person must have worked as an active team member and attended the annual MRP training for three consecutive years from 2003, or been a member of the MRP task team for more that two years, or must meet all of the following qualifications:

- Professional Engineer with demonstrated operational field experience, or three years of operational field experience, or a minimum of one year experience as a registered member of an MRP team.
- Successful completion of the RedVector's overview course.
- Attendance at the current annual MRP training.
- Successful completion of a written qualification examination with a minimum score of 90%.

The following requirements are for obtaining temporary MRP team leader qualifications until the next annual training becomes available.

- Professional Engineer with demonstrated operational field experience, or three years of operational field experience, or a minimum of one year experience as a registered member of an MRP team.
- Successful completion of the RedVector's overview course.

- Successfully completing a 10 point QC / QAR review according to Procedure #850-065-002.
- Successful completion of a written qualification examination with a minimum score of 90%.

The following requirements are for maintaining MRP team qualifications:

- Attendance at the annual MRP training and consistency review every year.
- Maintaining a score of 85% on the consistency review at the annual MRP training.

If the MRP team leader qualification requirements are not maintained. Any one or all of the following may be required:

- Retake the MRP qualification test with successful completion.
- Retake RedVector's overview course and test with successful completion.
- Suspension of Qualifications for six months to one year, as determined by the Director, Office of Maintenance.

Each team leader and its members must register with the Office of Maintenance's Maintenance Rating Program prior to conducting any MRP reviews during the year. Any changes of teams or their members must be submitted to the Office of Maintenance's Maintenance Rating Program prior to conducting MRP for any sample period, by e-mail to tim.allen@dot.state.fl.us or call (850) 410-5757.

TL/bt