Florida Department of
TRANSPORTATION

Materials Acceptance and Certification (MAC) Contractor QC Plan

July 1, 2016

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Contractor QC Plans in MAC

The Contractor QC Plan in MAC is the way for Contractors to submit their QC plan data as designated by Specifications Section 105 for contracts let on or after July 1, 2015. Contracts let before July 1, 2015 will continue to submit the hard copy plans with narrative data until the contract is complete.

Who submits the Contractor QC Plan?

Any user in a company with the Data Entry role can submit a Contractor QC Plan (CQCP).

What is on a MAC Contractor QC Plan?

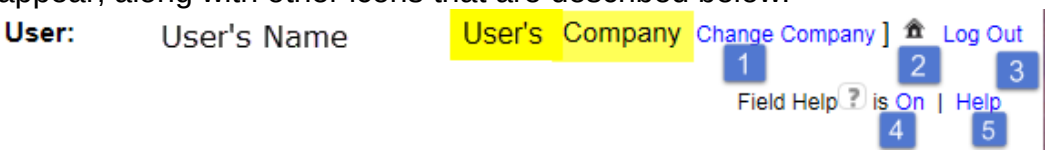
The Contractor QC Plan may include, if applicable:

- The QC Manager
- Technicians, Laboratories and Production Facilities for hot mix asphalt
- Technicians, Laboratories and Production Facilities, if applicable, for earthwork
- Technicians, Laboratories, Production Facilities and mix designs for structural concrete
- Production Facilities for all other materials listed in Section 105 with the exception of cementitious materials
- Information related to commercial inspection notification of order for steel and miscellaneous metals
- Documents and comments related to entries on the CQCP
    - For example
        - Comments for explanatory information related to statuses of technicians, laboratories or production facilities
        - Documents for technician qualification, such as grouting technicians or bridge personnel experience such as a resume

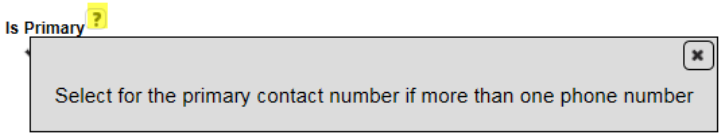
Chapter 1 – MAC Navigation

Here are some basic navigation tips for MAC.
NOTE: Because MAC is a web based program, the screen layout may be slightly different due to screen resolution and zoom. The zoom in the examples in this document is set very high to display the appropriate fields for each example. Your screen layout may be different; however, all fields should display. If you do not see all the fields, adjust your zoom or use the scroll bar until they become visible.

After login, in the top right corner of the screen, your name and Company Name will appear, along with other icons that are described below.



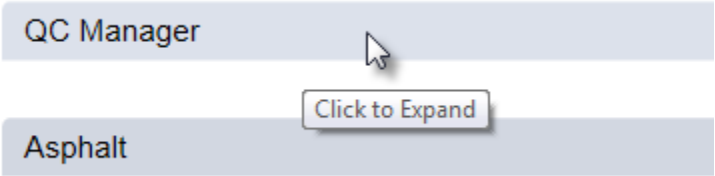
1. If you are a user assigned to more than one company, use the change company option to switch from one company to another. Your access for each company will depend on your role for that company. While you are logged in under a specific company, all actions will be associated to your user account and that company.
2. The Home icon will take you back to the home screen on any page in MAC.
3. Log Out option will log you out of MAC and back to the home page.
4. Field Help is On/Off – there are entries on fields in MAC known as Field Help. They are represented by a question mark in a box icon. Not all fields have Field Help.



By clicking on the On/Off toggle in #4, you can turn the Field Help on or off.
5. The Help option takes you to the State Materials Office MAC website where you can find general assistance and additional information on specific MAC topics.

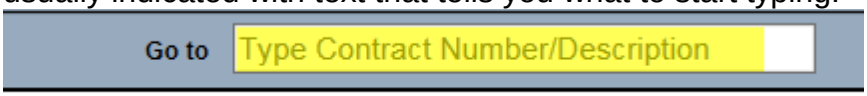
MAC screens are tab based. Each screen is subdivided into subject areas that are located under the tabs. The data under the tab may not be visible if the tab is collapsed.

1. To view data under a collapsed tab, click on the tab to expand it.

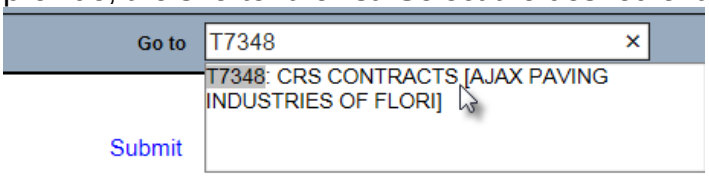


2. To hide data and see more of the screen, click on an expanded tab to collapse it.

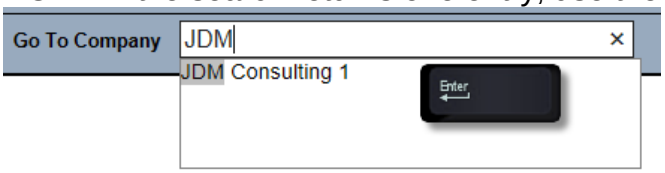
Searchable fields in MAC work on the wild card character process. These fields are usually indicated with text that tells you what to start typing.



At least 3 characters are needed to begin the search. It can be any 3 characters in the entry since the search is a "contains" search. After 3 characters have been entered, MAC will search for all existing entries that contain those characters. The more characters you provide, the shorter the list. Select the desired entry by clicking on it to populate the field.

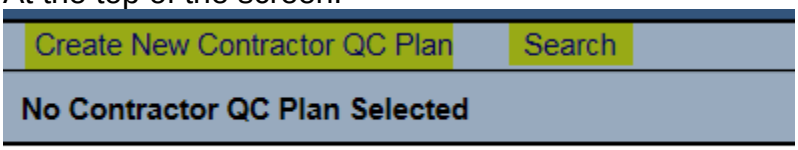


NOTE: If the search returns one entry, use the enter key to populate the field.

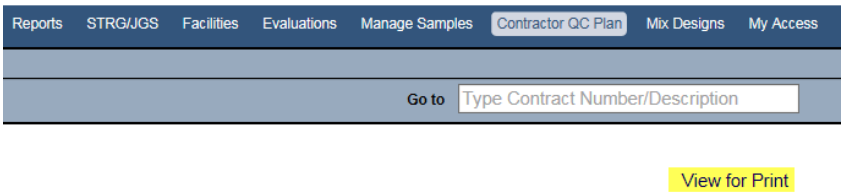


MAC has two types of options - 1) page level actions and 2) menu and hotlink options. Page level actions are in blue in the left side of the screen or in blue on the top of the screen.

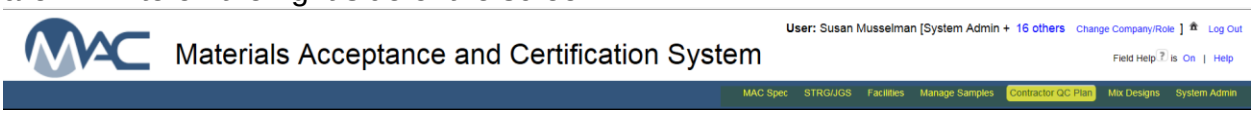
At the top of the screen:



On the screen:



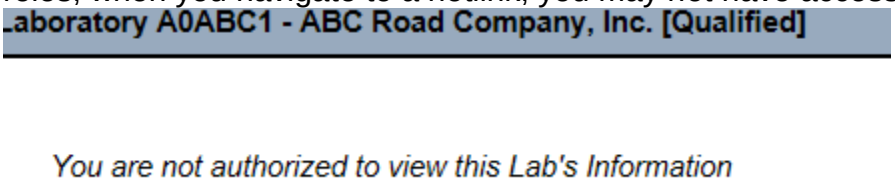
Menu options and hot links navigate you away from the page you are on. Menu options are in white on the right side of the screen.



Hot links are in blue in the body of the record you are on. For the CQCP, there are hot links to laboratories, production facilities, etc.

Sometimes there is a hotlink on the record back to the original location. Sometimes there is not and the user must use the menu options to return to the original location. For example, in CQCPs, if you select a hotlink to a production facility, there will not be a hotlink on the production facility profile for you to navigate back to the CQCP.

Also, hotlinks can be misleading at times. Depending on your company and/or system roles, when you navigate to a hotlink, you may not have access to the information.



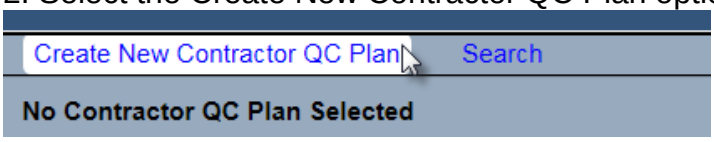
Chapter 2 – Creating a Contractor QC Plan

A. Creating a New Contractor QC Plan (CQCP)

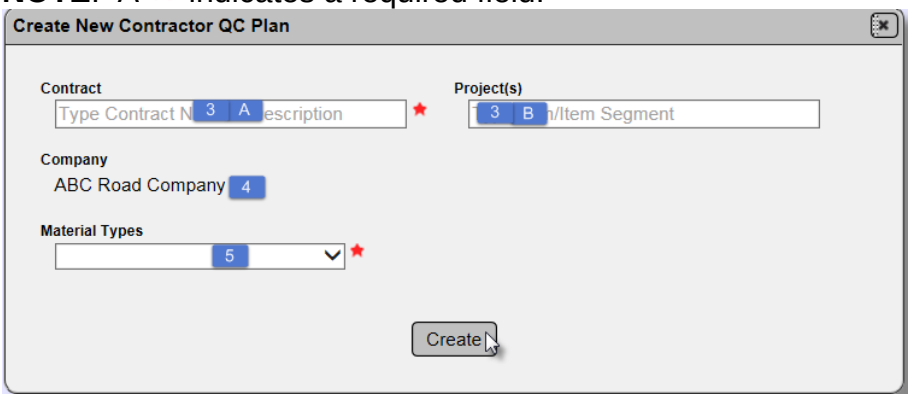
1. In MAC, Contractor QC Plan menu option.

The first time you navigate to this location, the screen will be blank. After you create your first CQCP, selecting this option will navigate you to the last CQCP you created or updated.

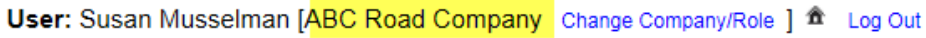
2. Select the Create New Contractor QC Plan option.



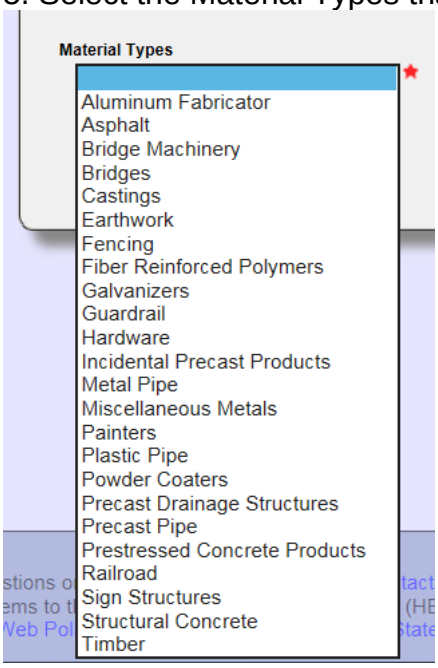
A Create New Contractor QC Plan dialog box will appear.
NOTE: A ★ indicates a required field.



3. A CQCP is required for every contract with any of the QC Program materials listed in Section 105. You may enter the contract by either:
A. Entering the Contract Id and selecting it from the list or
B. Entering a Financial Project Id on the contract and selecting it from the list
If the Contract Id is supplied, MAC will populate all the Financial Project Id(s) on the contract. If a Financial Project Id is supplied, MAC will populate the Contract Id and any additional Financial Project Ids on the contract of the Financial Project Id you supplied.
4. MAC will derive the Company from the Company Name the user selects.



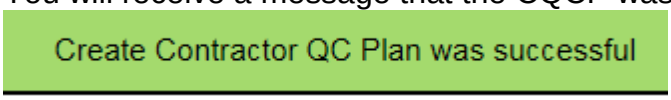
5. Select the Material Types that will be on the contract.



NOTE: The material types on the contract do not need to be selected at the initial creation of the CQCP. In many cases, the Contractor will not have selected all of the sources for the material types when QC operations begin on the initial material types. Additional material types can be added later as they become known. See

6. Select the Create option to create the CQCP.

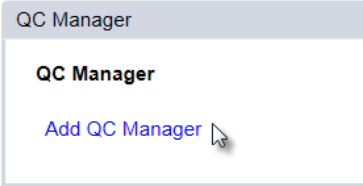
You will receive a message that the CQCP was created successfully.



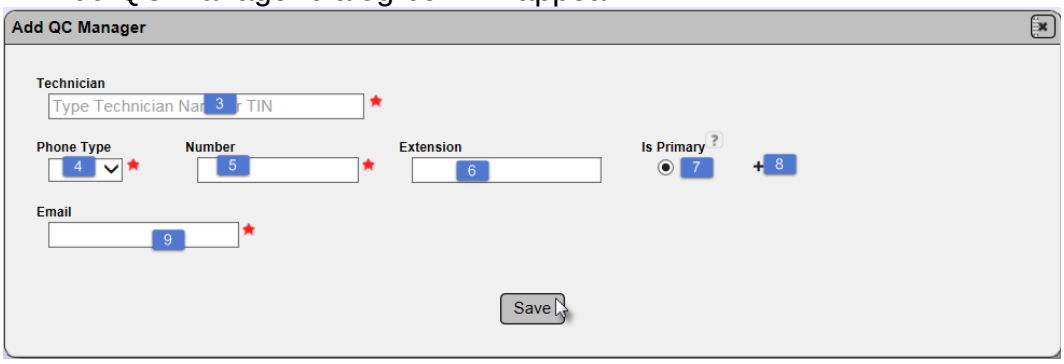
B. Entering the QC Manager

Now that you have created the CQCP, you will see the tabs for it. The first tab is the QC Manager. If contract has at least one of the QC Program materials listed in Section 105, the must be a CQCP entry in MAC and there must be a QC Manager on the CQCP. If there are no QC Program materials on the contract, neither is required.

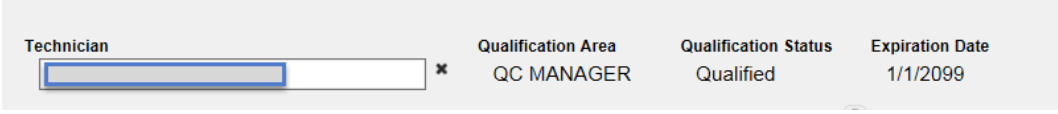
1. Click on the QC Manager tab to expand it.
2. Select the Add QC Manager option.



An Add QC Manager dialog box will appear.

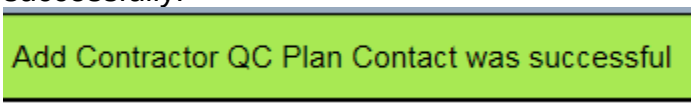


3. Enter the name or TIN of the QC Manager. MAC allows you initially to supply either a name or a TIN. This is to help the data entry person narrow down the search for the right person from the CTQP database. Once the selection is made and the CQCP is submitted, only the TIN will appear. As soon as you make the selection the CTQP interface will show you if the person is qualified and the expiration date. For QC Managers, the expiration date does not apply.



4. **Phone Type** – provide the phone type for the first phone number listed for the contact person; office, cell or fax.
When you select the phone type, additional fields will appear for the phone number.
5. **Number** – provide the full phone number including area code. MAC will format the numbers to (XXX) XXX-XXXX.
6. **Extension** – provide the extension if applicable.
7. **Is Primary** – If more than one number is provided, the Is Primary phone number designator may be changed to designate which of the numbers provided is the primary number.
8. **+** – If additional numbers are provided, click on the plus sign (+) to add more rows. Repeat the steps to assign more phone numbers if given.
9. **EmailAddress** – Enter the email address provided for the contact person.
10. Click on the Save option to save the QC Manager to the CQCP.

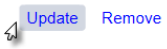
You will receive a message that the QC Manager (contact person) was added successfully.



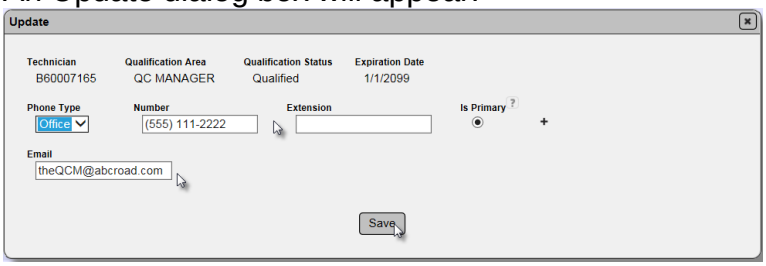
NOTE: Only one QC Manager is permitted to be entered per contract. This is because according to the FDOT Specifications, there is one primary QC manager who is the focal point of contact for FDOT for all issues related to quality control on the contract. The QC Manager may have designated back-ups he works with to ensure the material requirements are being met, but there is only one official QC Manager.

Now that you have entered a QC Manager, you see options to update and remove.

11. To update the QC Manager contact information, select the Update option.

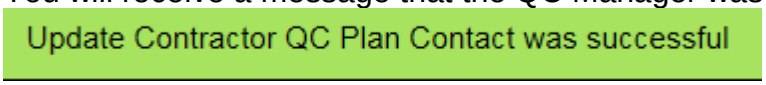


An Update dialog box will appear.

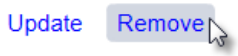


You cannot change the QC Manager. You can only change the contact information. Make changes as needed and select the save option to save the changes.

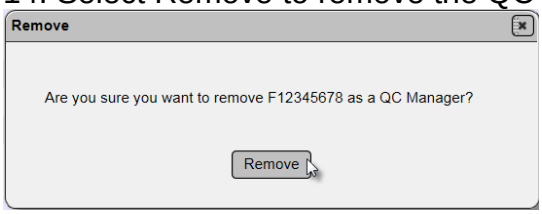
You will receive a message that the QC Manager was successfully updated.



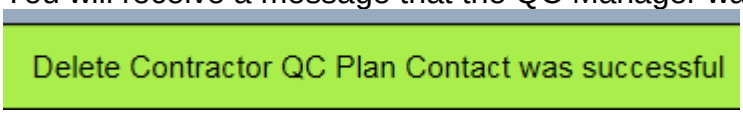
12. To remove a QC Manager from the CQCP to replace an existing QC Manager with a new QC Manager, select the Remove option.



A Remove dialog box appear.
14. Select Remove to remove the QC Manager.



You will receive a message that the QC Manager was removed successfully.



NOTE: The system does not require you to add a new QC Manager after a QC Manager has been removed. However; once a QC Manager is removed, the Submit option for the CQCP disappears until a new QC Manager is entered.

C. Entering Asphalt QC Information

If you select asphalt as a material type, a tab for Asphalt will be added to your CQCP. The information required when asphalt is used on a contract, are technicians, laboratories and production facilities.

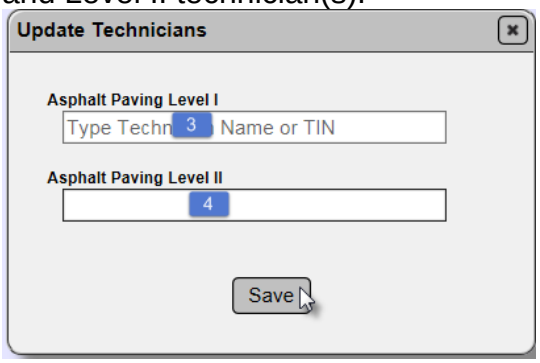
1. Click on the Asphalt tab to expand it.

Three new sub-tabs will appear. You must expand each sub-tab to enter the information.

1. Technicians

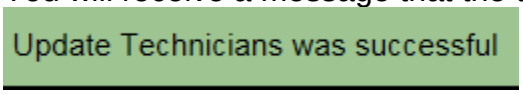
1. Click on the Technicians sub-tab to expand it.
2. Click on the Update option to add the asphalt technicians.

An Update Technicians dialog box will appear with entries for the Asphalt Paving Level I and Level II technician(s).



3. Enter the name or TIN of the first Asphalt Paving Level I technician.
A new technician field will appear. Repeat until all technicians are entered.
4. Enter the name or TIN of the first Asphalt Paving Level II technician.
A new technician field will appear. Repeat until all technicians are entered.
5. Select the Save option to save the asphalt technicians to the CQCP.

You will receive a message that the technicians were added successfully.

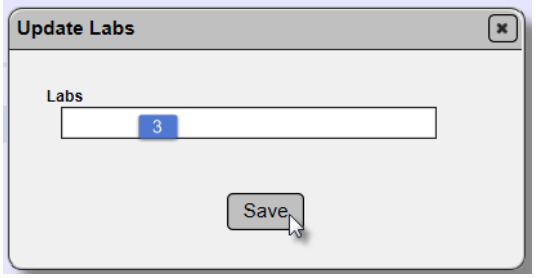


NOTE: There is no requirement for the Contractor to provide technicians for the production facility (plant) technicians. They are covered through the asphalt production facility producer's Quality Control Plan.

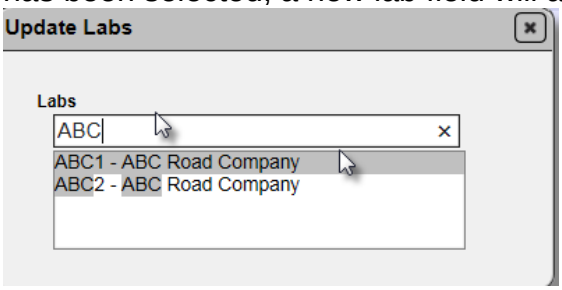
2. Labs

1. Click on the Labs sub-tab to expand it.
2. Click on the Update option to enter the asphalt laboratories.

An Update Labs dialog box will appear.

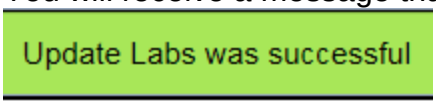


3. The Lab Id can be entered by typing in the FDOT Lab Id or the company name of the laboratory. Select the correct option from the list to populate the field. Once the first lab has been selected, a new lab field will appear. Repeat until all labs are selected.



4. Select the Save option to add the asphalt labs to the CQCP.

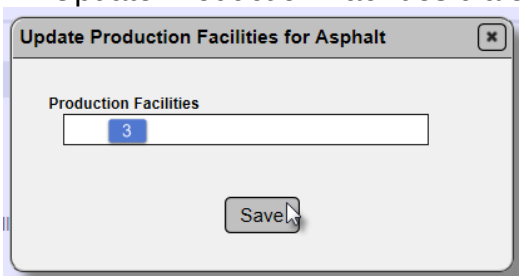
You will receive a message that the labs were added successfully.



3. Production Facilities

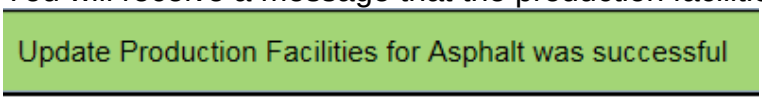
1. Click on the Production Facilities tab to expand it.
2. Click on the Update option to add the asphalt production facilities.

An Update Production Facilities dialog box will appear.



3. The asphalt production facilities can be added by typing in the FDOT Production Facility Id or Description (not the company name). Select the correct option from the list to populate the field. Once the first production facility has been selected, a new production facility field will appear. Repeat until all production facilities are selected.
NOTE: The selection is restricted to production facilities with the material type of asphalt. The Contractor is not required to provide the asphalt mix designs to be produced at each asphalt production facility. These are maintained by the District Materials and Research Office Program Maintenance Users (PMUs) in another part of the system.
4. Select the Save option to add the asphalt production facilities to the CQCP.

You will receive a message that the production facilities were added successfully.



D. Entering Earthwork QC Information

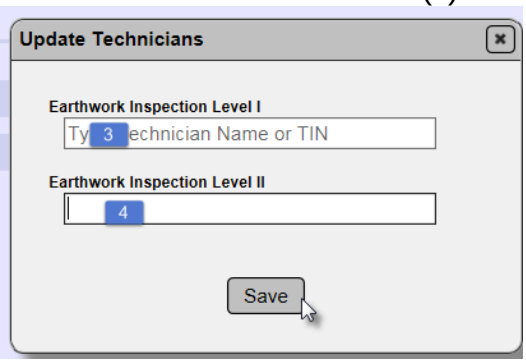
If you select earthwork as a material type, a tab for Earthwork will be added to your CQCP. The information required when earthwork is used on a contract, are technicians, laboratories and in some cases, production facilities.

1. Click on the Earthwork tab to expand it.
Three new sub-tabs will appear. You must expand each tab to enter information under these tabs.

1. Technicians

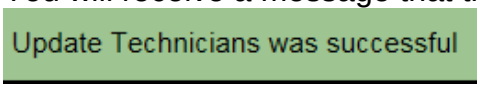
1. Click on the Technicians sub-tab to expand it.
2. Click on the Update option to add the earthwork technicians.

An Update Technicians dialog box will appear with entries for the Earthwork Inspection Level I and Level II technician(s).



3. Enter the name or TIN of the first Earthwork Inspection Level I technician.
A new technician field will appear. Repeat until all technicians are entered.
4. Enter the name or TIN of the first Earthwork Inspection Level II technician.
A new technician field will appear. Repeat until all technicians are entered.
5. Select the Save option to save the earthwork technicians to the CQCP.

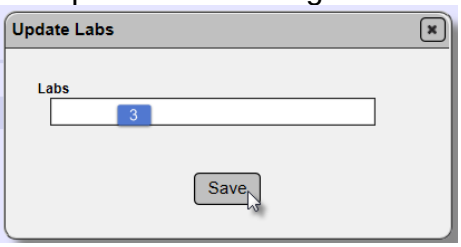
You will receive a message that the technicians were added successfully.



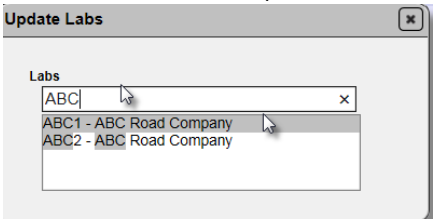
2. Labs

1. Click on the Labs sub-tab to expand it.
2. Click on the Update option to enter the asphalt laboratories.

An Update Labs dialog box will appear.

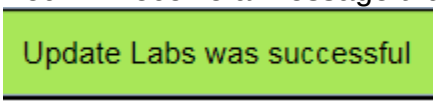


3. The Lab Id can be entered by typing in the FDOT Lab Id or the company name of the laboratory. Select the correct option from the list to populate the field. Once the first lab has been selected, a new lab field will appear. Repeat until all labs are selected.



4. Select the Save option to add the earthwork labs to the CQCP.

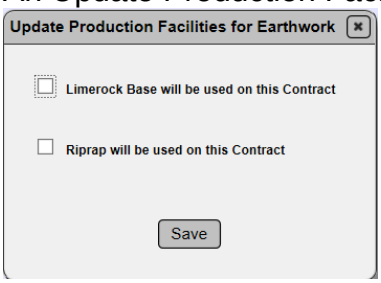
You will receive a message that the labs were added successfully.



3. Production Facilities

1. Click on the Production Facilities sub-tab to expand it.
2. Click on the Update option to add the earthwork production facilities.

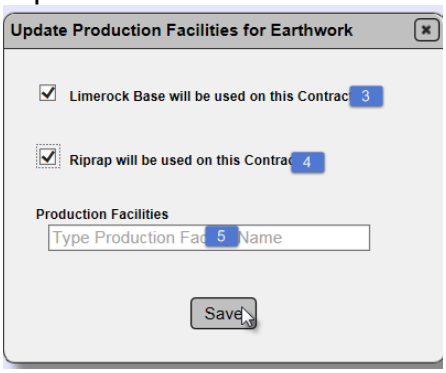
An Update Production Facilities dialog box will appear.



You are only required to enter earthwork production facilities if there is limerock base or riprap being used on the contract.

3. Select the Limerock Base will be used on this contract option if there is limerock base on the contract.

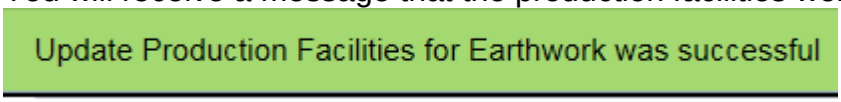
A production facilities field will appear.



4. Select the Riprap will be used on this contract option if there is riprap on the contract.
5. The earthwork production facilities can be added by typing in the FDOT Production Facility Id or Description (not the company name). Select the correct option from the list to populate the field. Once the first production facility has been selected, a new production facility field will appear. Repeat until earthwork production facilities for limerock base and/or riprap are selected. In the case of earthwork production facilities, the selection is restricted to:

a. For Limerock Base - aggregate mines or terminals in an approved status with at least one approved base product.
b. For Riprap - aggregate mines or terminals in an approved status with at least one approved base product.
6. Select the Save option to add the asphalt production facilities to the CQCP.

You will receive a message that the production facilities were added successfully.



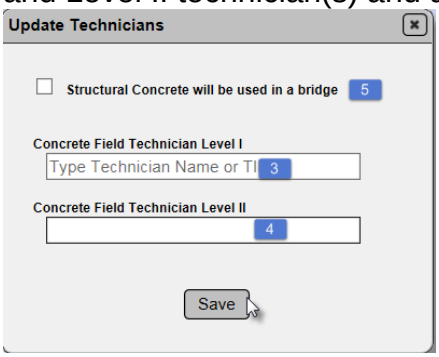
E. Entering Structural Concrete QC Information

If you select structural concrete as a material type, a tab for Structural Concrete will be added to your CQCP. The information required when structural is used on a contract, are technicians, laboratories, production facilities, mix designs, and in some cases, additional personnel.

1. Click on the Structural Concrete tab to expand it.
Three new sub-tabs will appear. You must expand each tab to enter information under these tabs.

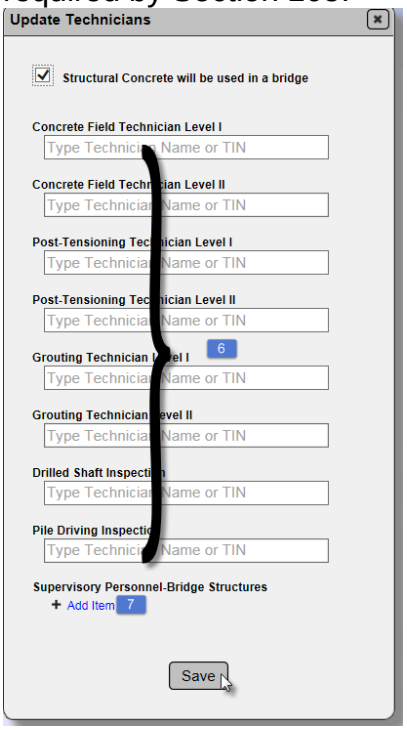
1. Technicians

1. Click on the Technicians sub-tab to expand it.
2. Click on the Update option to add the structural concrete technicians.
An Update Technicians dialog box will appear with entries for the Concrete Field Level I and Level II technician(s) and an indicator for structural concrete to be used in a bridge.



3. Enter the name or TIN of the first Concrete Field Level I technician.
A new technician field will appear. Repeat until all technicians are entered.
4. Enter the name or TIN of the first Concrete Field Level II technician.
A new technician field will appear. Repeat until all technicians are entered.
NOTE: These two fields are required regardless of the selection for the structural concrete in a bridge indicator selection. The Contractor does not need to include the Concrete Laboratory Level 1 technicians on the CQCP. They are covered under the Laboratory Qualification Program of the laboratory performing the compressive strength testing.
5. If the structural concrete on the contract will be used in a bridge, select the indicator at the top of the dialog box.

The dialog box will be expanded to include more technicians and personnel that may be required by Section 105.



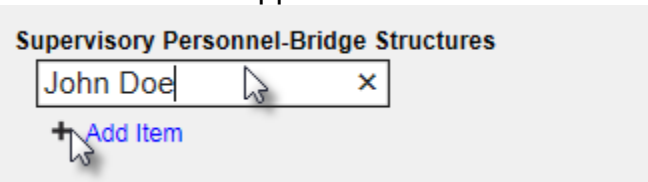
Because MAC has no way of knowing what the bridge work on the contract entails, these fields are optional in the system. The QC Manager and PA should confirm that any personnel required by contract are included.

6. Enter any applicable TINS for these qualifications.

NOTE: CTQP will return a qualification status, but it may not be current. Confirm that the technicians entered hold a valid current certification for these qualifications. Attach the certificate to the CQCP. See **I. Documents**.

7. If the bridge work requires supervisory personnel, click on the Add Item option.

A name field will appear.

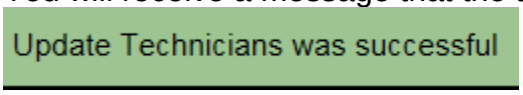


8. Enter the bridge supervisory personnel's first and last name. Select + Add Item and repeat if more than one person needs to be entered to meet the contract requirements.

NOTE: There is no qualification check for this person. Attach the person's backup documentation to the CQCP. See **I. Documents**.

9. Select the Save option to save the concrete technicians to the CQCP.

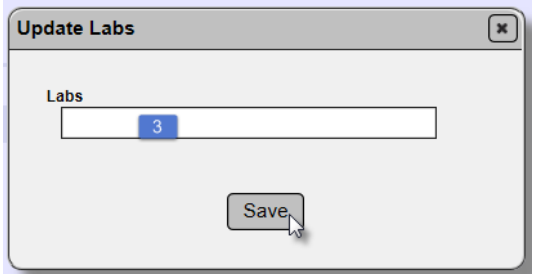
You will receive a message that the technicians were added successfully.



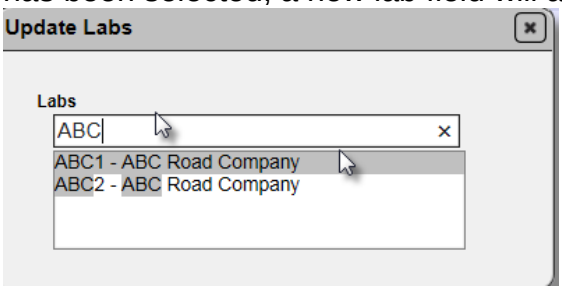
2. Labs

1. Click on the Labs sub-tab to expand it.
2. Click on the Update option to enter the structural concrete laboratories.

An Update Labs dialog box will appear.

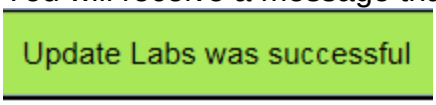


3. The Lab Id can be entered by typing in the FDOT Lab Id or the company name of the laboratory. Select the correct option from the list to populate the field. Once the first lab has been selected, a new lab field will appear. Repeat until all labs are selected.



4. Select the Save option to add the structural concrete labs to the CQCP.

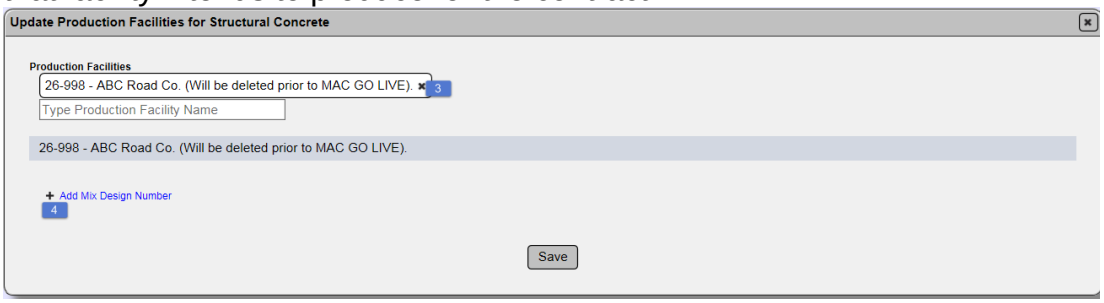
You will receive a message that the labs were added successfully.



3. Production Facilities

1. Click on the Production Facilities tab to expand it.
2. Click on the Update option to add the structural concrete production facilities.

An Update Production Facilities dialog box will appear. For structural concrete production facilities, you must enter each production facility and the structural concrete mix designs that facility intends to produce for the contract.

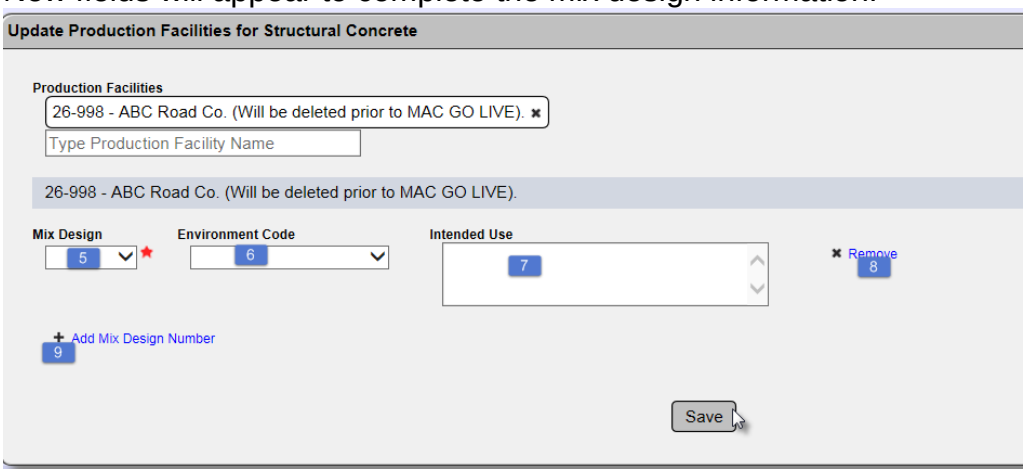


3. The structural concrete production facilities can be added by typing in the FDOT Production Facility Id or Description (not the company name). Select the correct option from the list to populate the field. Once the first production facility has been selected, a new production facility field will appear.

NOTE: The selection is restricted to production facilities with the material type of structural concrete.

4. Click on the + Add Mix Design Number option.

New fields will appear to complete the mix design information.



5. The mix design selection field will appear as a drop down selection for companies with only a few mix designs. These can be selected by clicking on the drop down arrow and picking from the list. For companies with more than a few mix designs, this becomes a search field. These can be selected by typing in a few of the mix design numbers or company name and selecting from the returned list.

6. Select the most aggressive environment on the mix design, if known. This information is optional.

7. Enter the intended use. This information is optional.

8. Use the X Remove option to remove a mix design that was entered inadvertently.

9. Select the + Add Mix Design Number option to repeat until all mix designs that are to be produced by that structural concrete production facility are entered.

10. Repeat until all structural concrete production facilities and mix designs are designated.

11. Select the Save option to save the structural concrete production facilities and mix designs to the CQCP.

You will receive a message that the production facilities were added successfully.

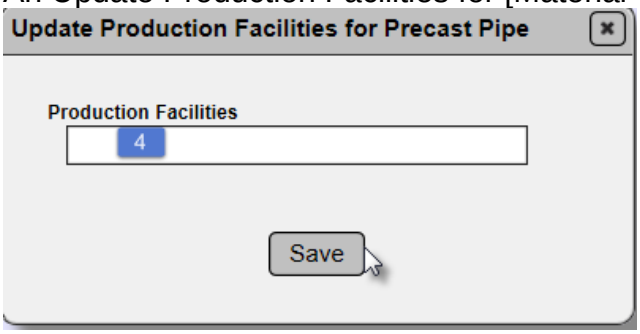
Update Production Facilities for Structural Concrete was successful

F. Entering Other QC Program Materials

If you select any material type other than Asphalt, Earthwork or Structural Concrete to the CQCP, there will only be one sub-tab for production facilities for that material type added to your CQCP.

1. Click on the specific material tab to expand it.
2. Click on the Production Facilities tab to expand it.
3. Click on the Update option to add production facilities.

An Update Production Facilities for [Material Type} will appear.



4. The production facilities can be added by typing in the FDOT Production Facility Id or Description (not the company name). Select the correct option from the list to populate the field. Once the first production facility has been selected, a new production facility field will appear. Repeat until production facilities are selected.

NOTE: The selection is restricted to production facilities with the material type of the tab, for example, precast pipe for the Update Production Facilities for Precast Pipe dialog box.

5. Select the Save option to add the production facilities to the CQCP.

You will receive a message that the production facilities were added successfully.

Update Production Facilities for Precast Pipe was successful

G. Commercial Inspection

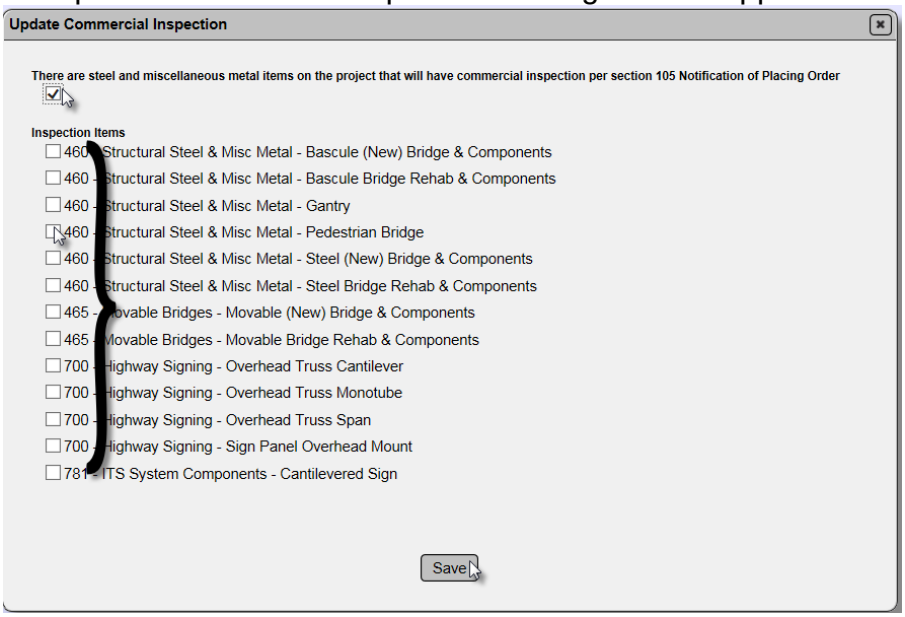
If you select one of the following material types, MAC will add a Commercial Material tab to the CQCP; Bridge Machinery, Bridges, Castings, Miscellaneous Metals, and Sign Structures.

This tab allows the Contractor to provide the Notification of Placing Order to the Department as designated in FDOT Specifications Section 105. It gives the Department a way to monitor contracts that need commercial inspection for planning and scheduling purposes. There are 3 indicators on the Commercial Inspection tab. The QC data entry person creating the CQCP only enters the first indicator. If there is steel and

miscellaneous metal items on the contract that require commercial inspection as defined in Section 105,

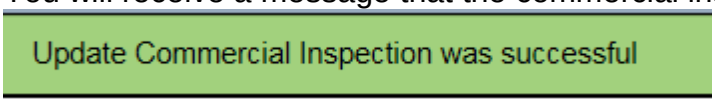
1. Click on the Commercial Inspection tab to expand it.
2. Click on the Update option.

An Update Commercial Inspections dialog box will appear.



3. Once the indicator is selected, more fields will appear for the items that require commercial inspection. Select all that apply.
4. Select Save to save the entry and create the notification.

You will receive a message that the commercial inspection was updated successfully.



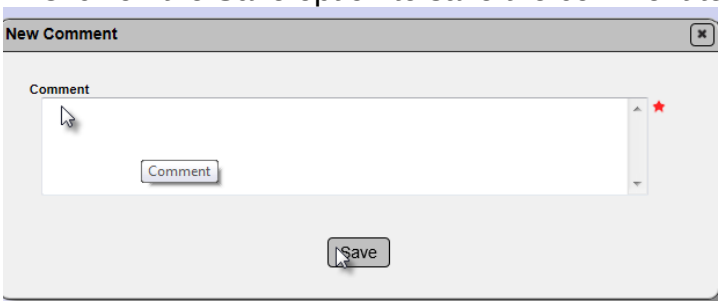
H. Comments

1. Adding a Comment to a CQCP

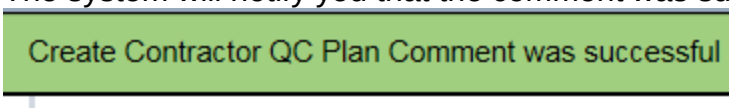
There will be times when it will be necessary to add a comment to a CQCP. To add a comment:

1. Click on the Comment tab.
2. Click on the New Comment option.

A New Comment dialog box will appear.
3. Type in your comment.
4. Click on the Save option to save the comment to the CQCP.

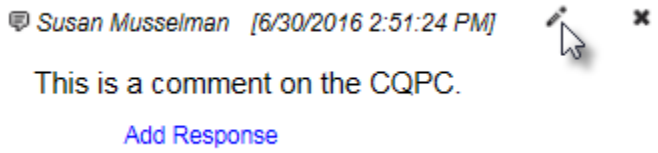


The system will notify you that the comment was successfully added.

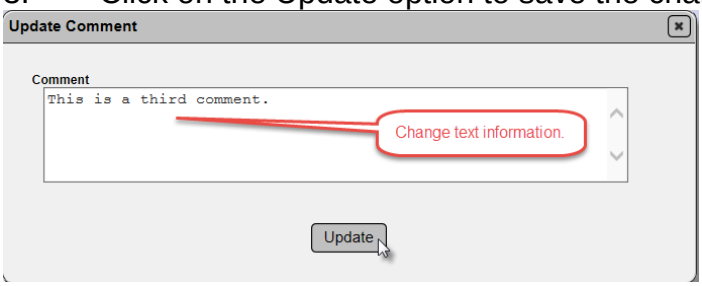


2. Updating an Existing Comment on the Company Profile

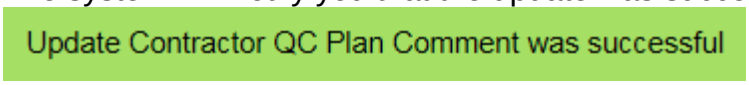
You may revise comments you entered into the system. You cannot revise comments made by someone else.
To update your own comment:
1. Click on the Update Comment icon on the comment you wish to revise.



The dialog box will appear with the comment.
2. Make revisions to the comment.
3. Click on the Update option to save the changes.



The system will notify you that the update was successful.



3. Removing an Existing Comment from the Company Profile

You can delete comments you added to the system. You cannot delete comments made by others.

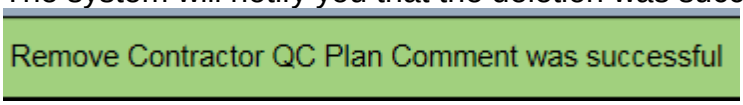
To delete a comment you previously saved:

1. Click on the Remove Comment icon ✖ .

A Remove comment prompt will appear.

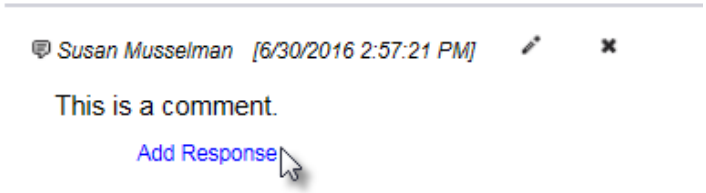
2. If you are sure this is the comment you wish to delete, click on the Delete option.

The system will notify you that the deletion was successful.

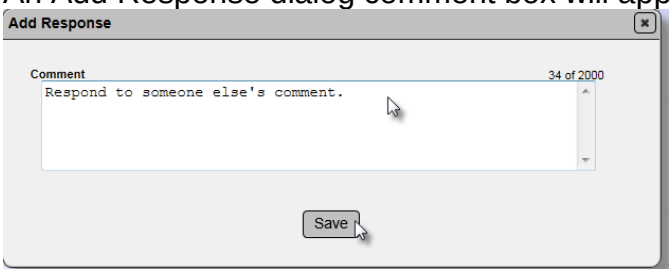


4. Responding to a Others' Comment on a Company Profile

1. On the comment you wish to respond to, click on the Add Response option.

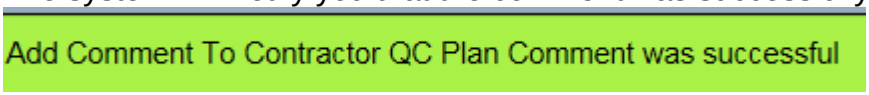


An Add Response dialog comment box will appear.

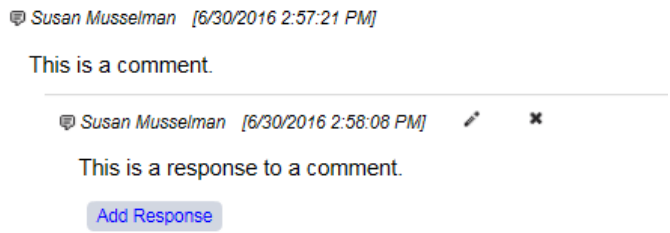


2. Enter your response to the original comment.
3 Click on the Save option to save the response to the record.

The system will notify you that the comment was successfully added.



A response to a comment looks like this in MAC.



NOTE: You can update and remove responses. The steps for this are the same as for updating and removing comments. Once a comment has a response, the comment cannot be deleted until the response is deleted.

I. Documents

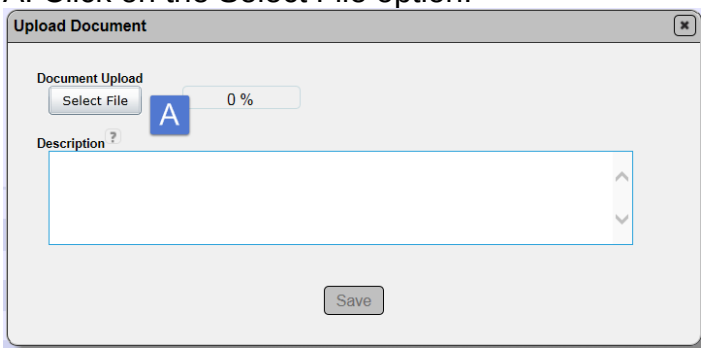
There is a way in MAC to associate documents to the CQCP. There are no certain documents the CQCP should contain, like certifications for certain personnel.

1. Attaching a Document to the CQCP

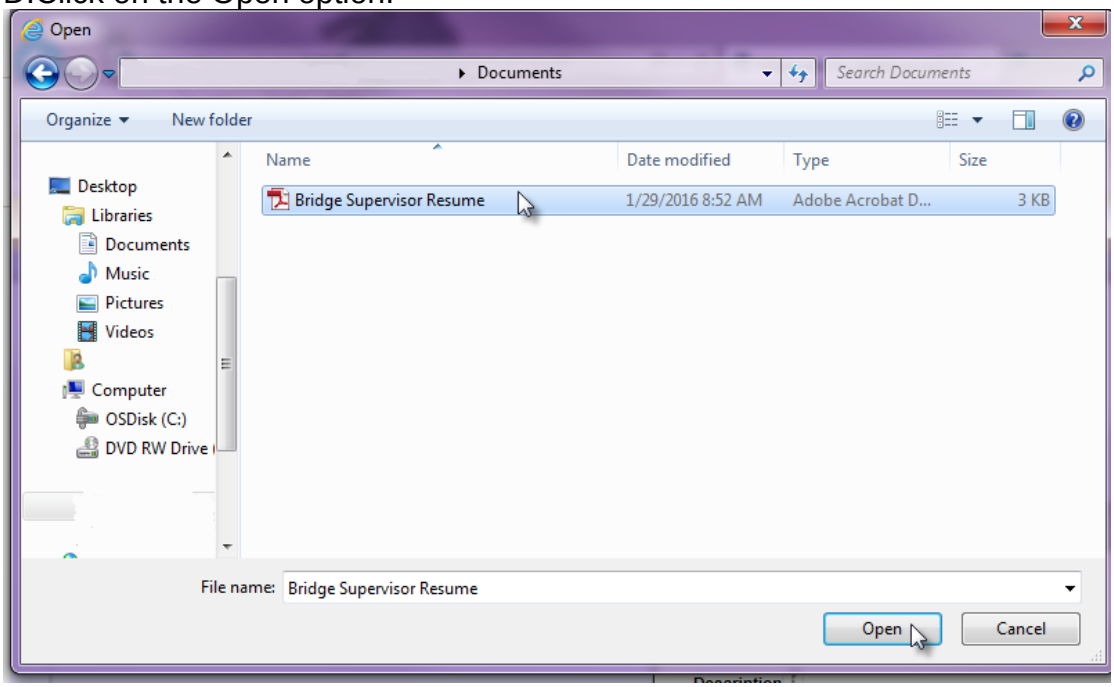
If there are any attachments, such as supporting documentation to be added to the company profile, use the Documents portion of the profile to add the documents.

1. Click on the Documents tab.
2. Click on the Upload Document option.

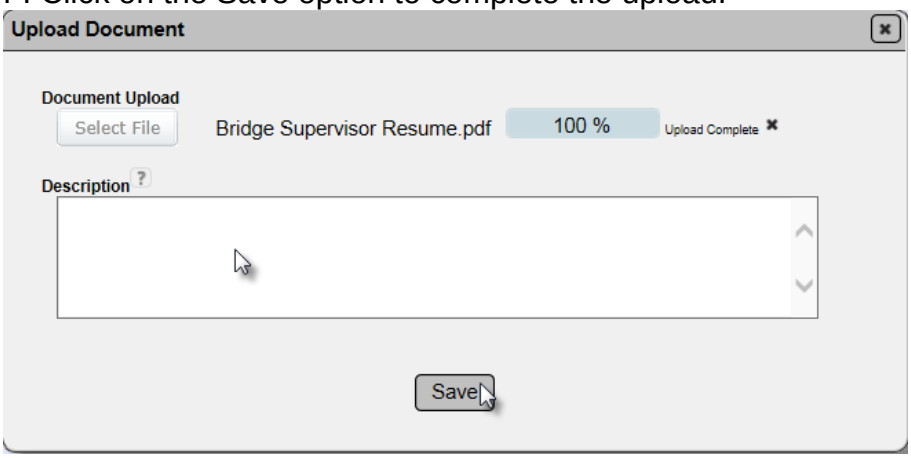
A. Click on the Select File option.



An Open dialog box will appear to navigate to the file you wish to upload.
Navigate to the location where the file is stored.
C. Select the file you wish to upload.
D.Click on the Open option.



The document will be uploaded to MAC. The Select File option will be grayed out when the document upload is at 100%.
E. Enter a description, if applicable.
F. Click on the Save option to complete the upload.



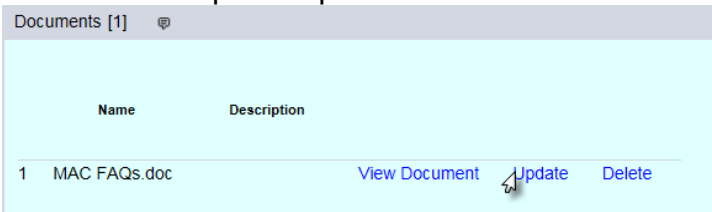
The system will notify you that the document was added successfully.

Add Document to Contractor QC Plan was successful

2. Updating the Description of a Document on the Company Profile

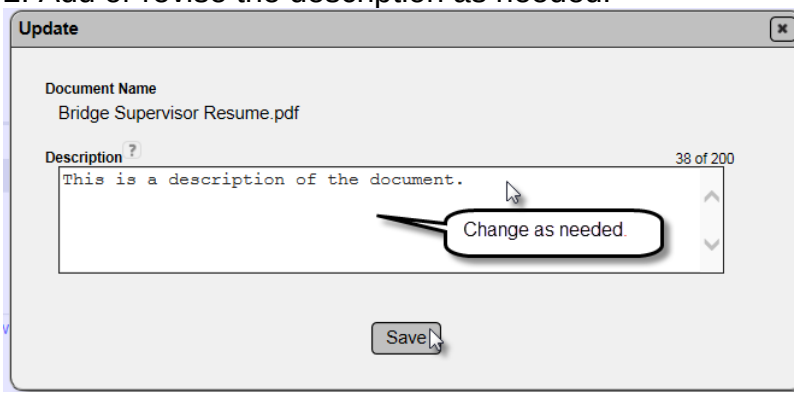
When documents are uploaded to the profile, the descriptive information provided may not be detailed enough. To add information or change the description:

1. Select the Update option.



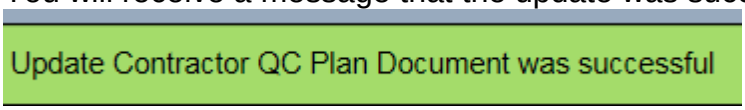
A dialog box will appear with the original document name (that cannot be changed) and the description box.

2. Add or revise the description as needed.



3. Click on the Save option to save the changes.

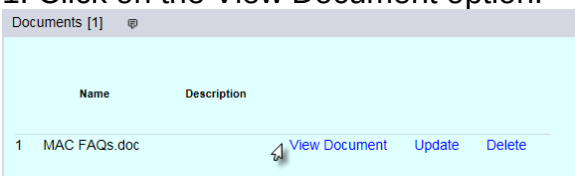
You will receive a message that the update was successful.



3. Viewing a Document on the Company Profile

To view a document already attached to a profile:

1. Click on the View Document option.



A dialog box will appear with a prompt to save or cancel.

2. Select the Save option to continue.

Another dialog box will appear with a prompt to Open Open folder or View downloads.

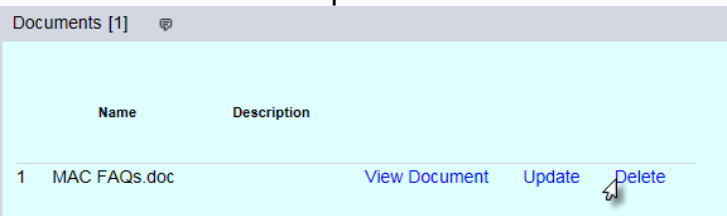
3. Select the Open option to continue.

The document will be opened in a program appropriate for the file format, typically pdf.

4. Deleting a Document from a Company Profile.

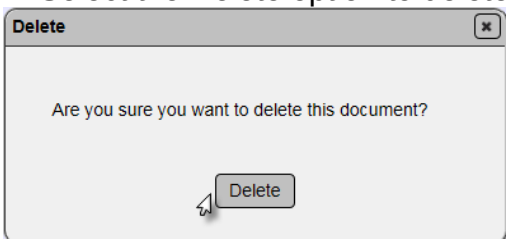
If a document is no longer applicable or out of date, you may wish to remove it from the company profile.

1. Click on the Delete option.

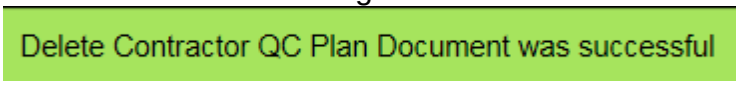


A dialog box will appear confirming the deletion.

2. Select the Delete option to delete the document.



You will receive a message that the deletion was successful.



J. CQCP Status History

The Status History Tab shows each material entry and the status of each material. The status for asphalt, earthwork and structural concrete are:

In Progress – The QC data entry person is creating the entry and has not yet submitted it for further review.

Submitted – The QC data entry person has submitted the entry for further review.

Accepted – The PA and DMRO concrete personnel (for structural concrete) have completed their review and accepted the entry.

Rejected – The PA has completed his review and rejected the entry.

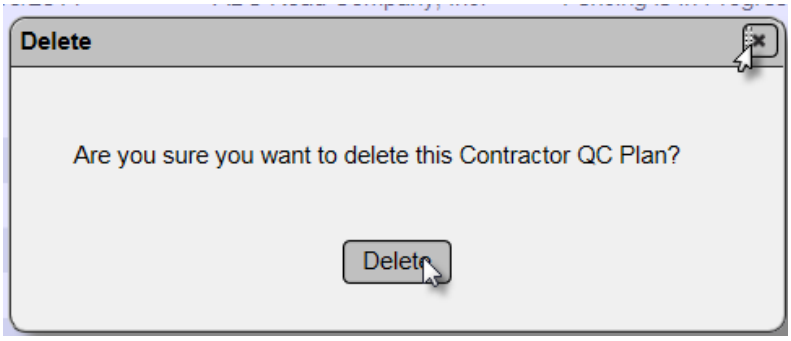
All other materials will have a status of In Progress or Submitted since there is no acceptance or rejection needed from the PA.

Chapter 3 – Deleting an Existing CQCP

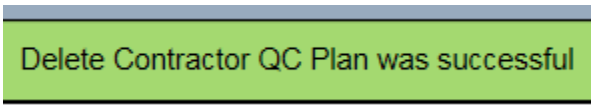
Delete is a way for the QC data entry person to completely eliminate the CQCP. Maybe you're half way through your entry and you realize it has the wrong contract number on it. You typed in T2250 and you meant T2550. You can delete and start over from scratch if you haven't already submitted the CQCP. Before you submit, review all the information, because after you submit, you can't delete.

If you find you do need to delete a CQCP:
1. Select the Delete page level action.

A delete confirmation box will appear asking you if you're sure you want the delete this CQCP.
2. Select the Delete option if you're sure or select the "X" to back out of the confirmation box.



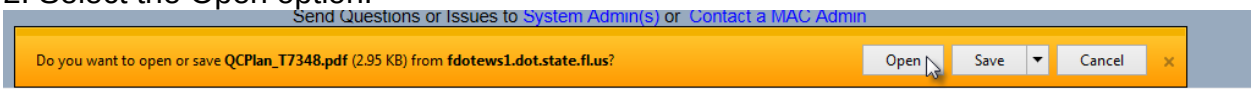
If you selected the Delete option, you will receive a message that the deletion was successful.



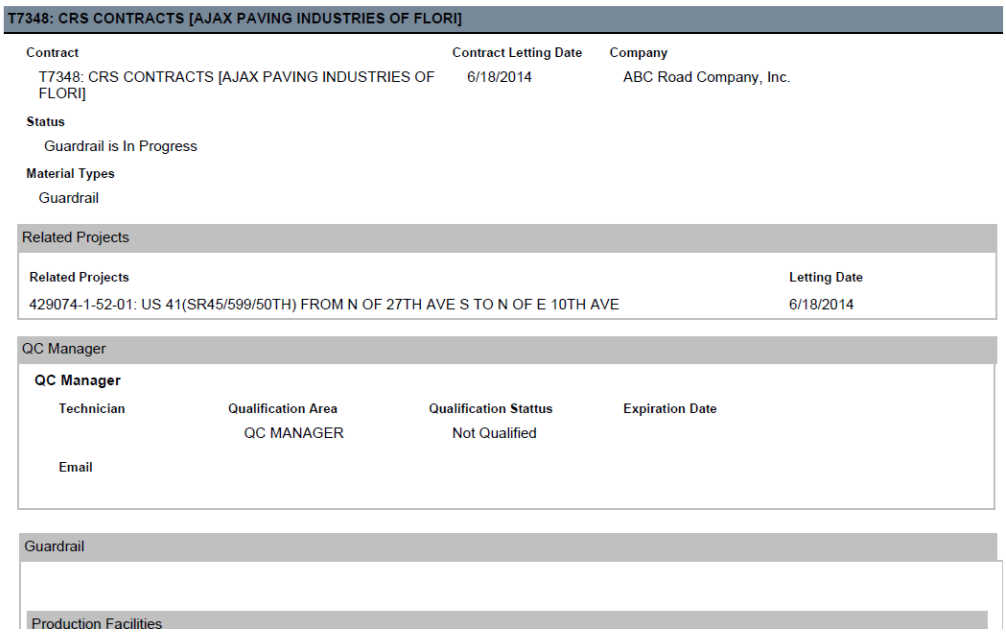
Chapter 4 – Viewing a CQCP for Printing

Since the CQCP is now completely electronic, the View for Print option is provided to allow for creating hard copy printouts of the CQCP entry. This option can also be used to save an electronic version that can be viewed outside the system; for example, if you want to email a copy to someone.

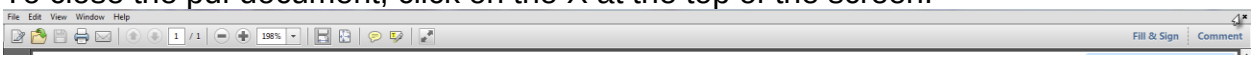
1. Click on the View for Print page level action.
MAC will download an entry of the information on the CQCP in pdf format. A dialog box will appear for the download.
2. Select the Open option.



The document will open in pdf format. You will need a pdf reader to view it.



To close the pdf document, click on the X at the top of the screen.



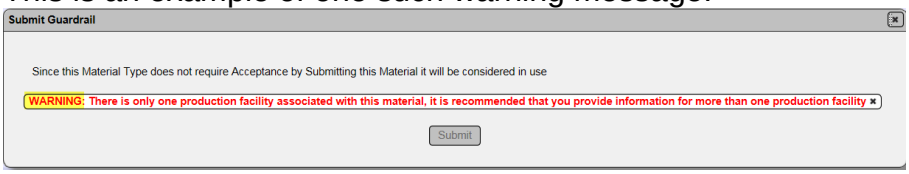
Chapter 5 – Warnings and Error Messages

In MAC there is a difference between a warning message and an error message.

A. Warning Messages

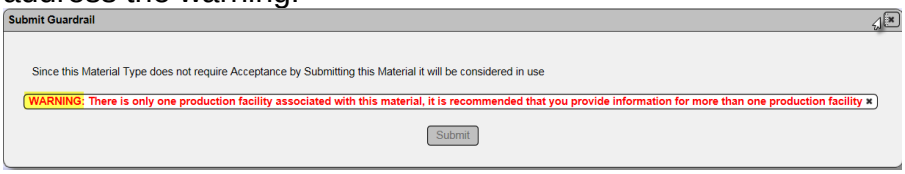
The CQCP entry will give warning messages for production facilities, technicians and laboratories when there is only one entry for the information. This is known as sole source and is considered not to be a best practice.

This is an example of one such warning message:

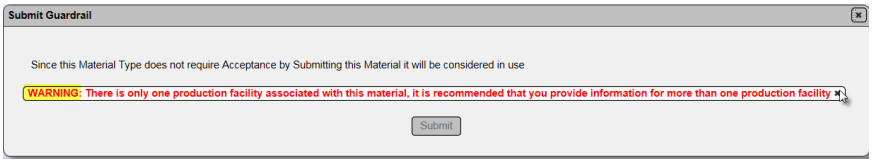


You see that the message begins with the word WARNING. The submit button is greyed out and cannot be selected. The user should read the warning message and determine if further action needs to be taken. Maybe you have other production facilities to be entered, but forgot to make the entries.

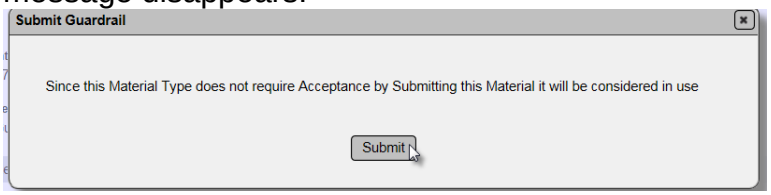
If other actions need to be taken, like adding additional production facilities, select the X on the top of the dialog box to dismiss it and make any needed changes in the CQCP to address the warning.



Sometimes there are no other actions to be taken. In some cases there may be only one production facility in the designated delivery time available to the project. To move on, select the x at the end of the warning message to dismiss the warning and move forward.

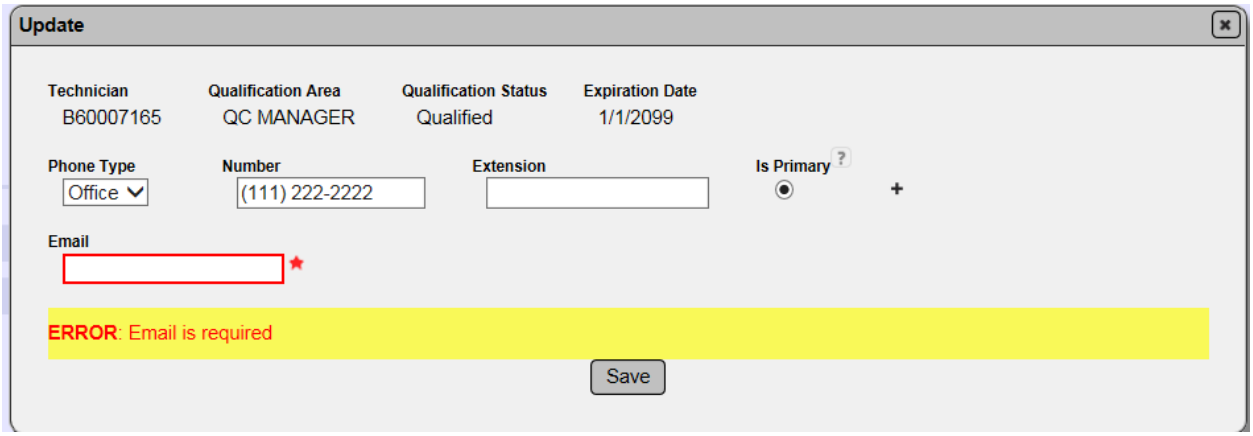


This will cause the action button (in this case Submit) to be accessible and the warning message disappears.



B. Error Messages

An error message, unlike a warning message, cannot be dismissed and must be addressed before you are permitted to proceed. Typical error messages in MAC are required fields not being populated.



Take action to address the error message in order to proceed. In this case, an email address would need to be entered. The Save button is not greyed out, but clicking on it again will regenerate the error message.

Chapter 6 – Reviewing Laboratory Test Method Status

When entering laboratories for earthwork, asphalt and concrete, MAC returns a laboratory qualification status. This is the overall status of the laboratory and may not reflect the specific test methods needed for the material.

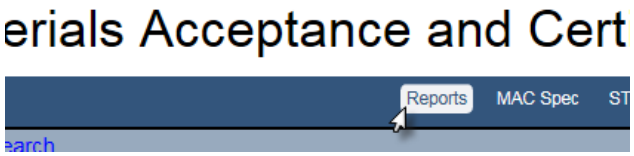
Here is an example of asphalt laboratories with a qualified lab status.

Labs [2]

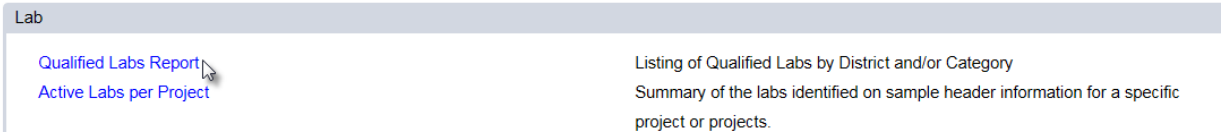
Lab	City	Lab Status
A0ABC1 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified
A0ABC2 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified

This does not tell you if the laboratories have the appropriate asphalt test methods in a valid status. In order to confirm this, you should generate the laboratory listing report.

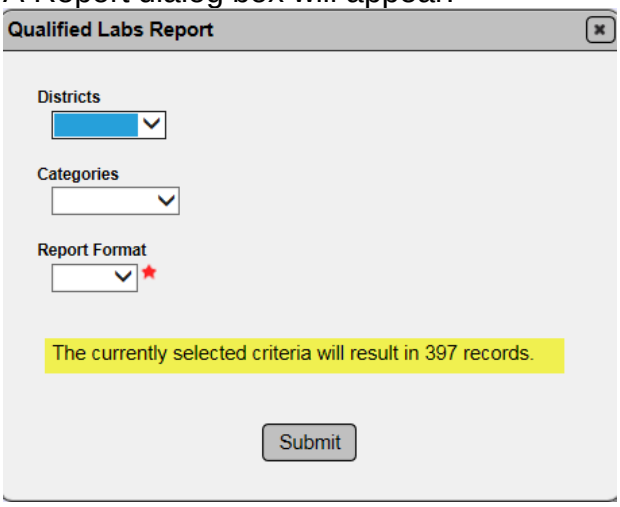
1. Click on the Reports menu option.



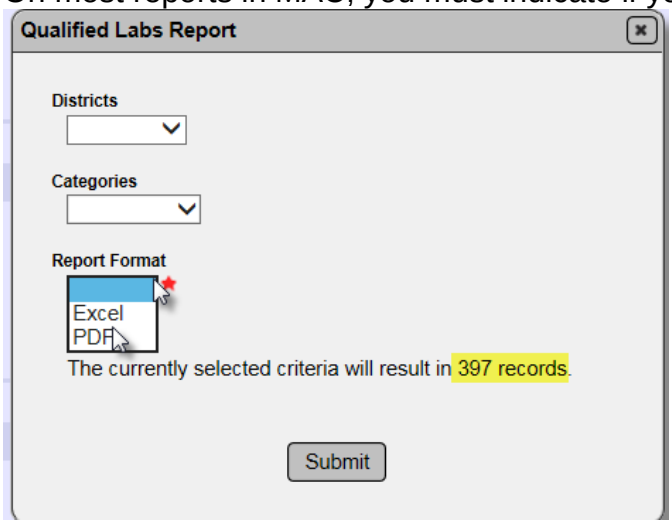
This will navigate you to the list of MAC standard reports.
2. Under the Lab tab, select the Qualified Labs Report option.



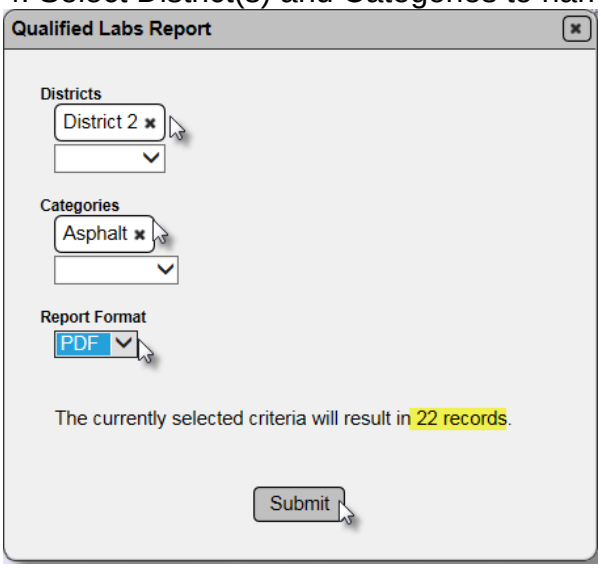
A Report dialog box will appear.



On most reports in MAC, you must indicate if you want the report in pdf or excel format.

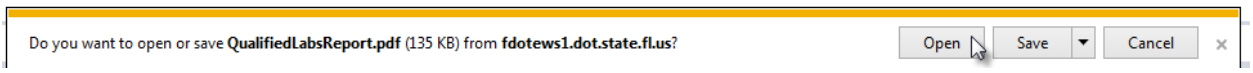


3. Select pdf for the purposes of the review process.
The dialog box will indicate how many results will be generated without any filters, in this case 397 laboratories.
4. Select District(s) and Categories to narrow down the selection.



5. Select Submit to generate the report.

MAC will download the data into a report and a dialog box will appear when the download is complete.



6. Select Open to view the information.

Generated: 6/10/2016 1:45:33 PM

Qualified Laboratory Information by District

FDOT State Materials Office, 5007 N.E. 39th Avenue, Gainesville, FL 32609 (352) 955-6600

District: District 2

ADDRESS	CONTACT / TELEPHONE NUMBER	FAX / EMAIL ADDRESS

District: District 2

A0ABC1 - ABC Road Company, Inc.

123 North Main Street
Hometown, FLORIDA 99999

(555) 111-1111 smuss@abcroad.com

Asphalt

Test Method	Status	Qualifying Agency
AASHTO T 312	Valid	CMEC
FM 1-T 030	Valid	CMEC
FM 1-T 166	Valid	CMEC
FM 1-T 209	Valid	CMEC
FM 5-563	Valid	CMEC

A0ABC2 - ABC Road Company, Inc.

999 North Main Street
Hometown, FLORIDA 99999

(555) 111-1111 smuss@abcroad.com

Asphalt

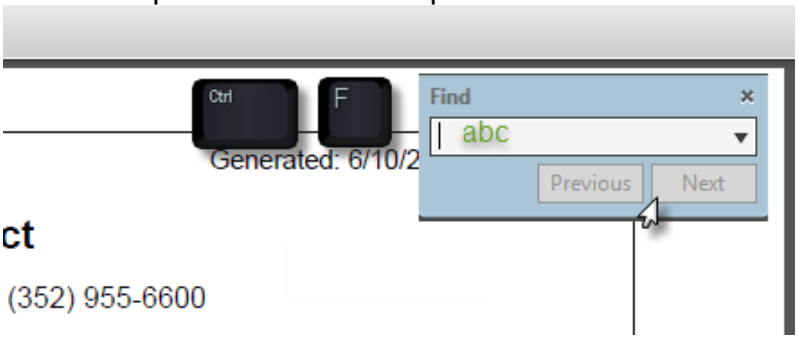
Test Method	Status	Qualifying Agency
AASHTO T 312	Valid	CMEC
FM 1-T 030	Valid	CMEC
FM 1-T 166	Valid	CMEC
FM 1-T 209	Valid	CMEC
FM 5-563	Valid	CMEC

The report will appear in pdf format. Look for the Lab Ids you want to confirm and ensure that:

a. They have the required test methods and

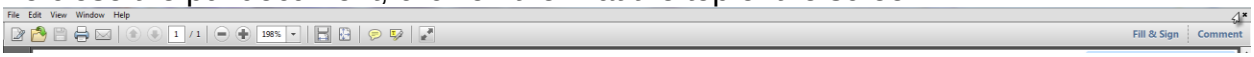
b. The test methods have a status of Valid.

To find a specific lab on the report:

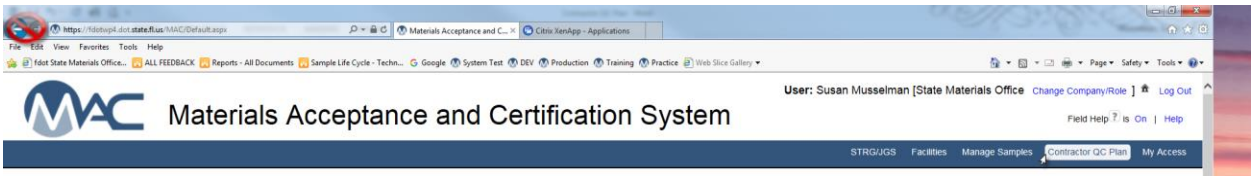


1. Click on the Ctrl (control) and the F key to produce a Find dialog box.
2. Enter search criteria in the Find dialog box.
3. Select the Next option to navigate to the first entry that meets your search criteria.

To close the pdf document, click on the X at the top of the screen.



You will need to navigate back to the CQCP. Since MAC is an application within the internet, using the back and forward arrow keys will not take you back to the last MAC screen you were on, it will take you out of MAC.

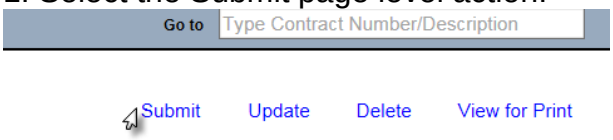


Do not use the back and forward arrows in MAC.
Use the navigation menu options.
1. Select Contractor QC Plan menu option.
The screen will default to the last CQCP you created or updated.
2. If this is not the correct CQCP, use the GoTo field or Search option to navigate to a different CQCP. See **Chapter 1 – MAC Navigation**.

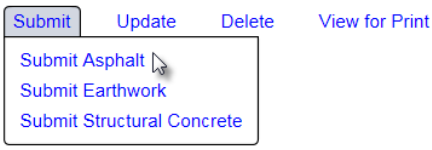
Chapter 7 – Submitting a CQCP for PA Review

When you have all of the information complete and you are ready to submit for the PA to review, you will need to submit each of the material sections separately. This way, if you are complete with one section, you can begin the review while you work on the other sections. The Submit page level action may not appear until all the required information is entered, for example, QC Manager.

1. Select the Submit page level action.

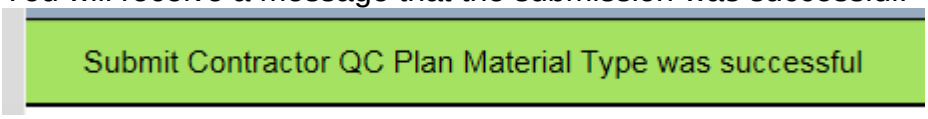


Additional options to submit each material will appear.
2. Select the appropriate material you are ready to submit.

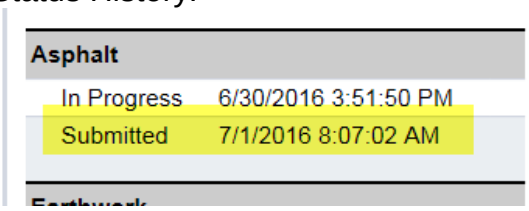


3. Repeat if additional materials are ready to be submitted.

You will receive a message that the submission was successful.

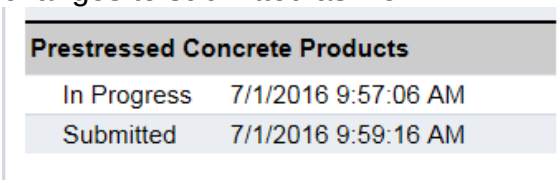


The status of the submitted section will change from In Progress to Submitted in the Status History.



Asphalt	
In Progress	6/30/2016 3:51:50 PM
Submitted	7/1/2016 8:07:02 AM

4. You will need to submit the other materials areas to designate that you have completed the entries for those materials; for example, prestressed concrete products. The status changes to submitted as well.



Prestressed Concrete Products	
In Progress	7/1/2016 9:57:06 AM
Submitted	7/1/2016 9:59:16 AM

Chapter 8 – District Materials and Research Office Review of Structural Concrete

For CQCPs with structural concrete, a PMU from the District Materials and Research (DMRO) structural concrete section must review the production facility and mix design entries before the structural concrete portion of the CQCP becomes available for the PA to review.

A. MAC Notification for CQCPs with Structural Concrete

When the data entry person submits a CQCP with structural concrete, MAC sends a notification by email to the users in MAC with the role of DMO concrete. It goes to the users with DMO Concrete because that is a more specific group than PMUs because there are many more PMUs and most are not involved with structural concrete.

Here is an example of the email.

Contractor QC Plan for T5300: CRS CONTRACTS [D.A.B. CONSTRUCTORS, INC] [District 5] has been created by Matthew Janney on 6/9/2016 11:03:52 AM

This Contractor QC Plan is for the following Material(s): Earthwork, Structural Concrete

The email includes the Contract Id and the District the contract is located in. MAC knows who the DMO concrete personnel are, but not which district they are in because the assignment is not district specific. The District is given so that all the DMO concrete personnel who receive the email will know if it is a job they need to review.

For example, this email would be sent to users in all 5 DMROs but the only DMRO that needs to act on it is District 5 DMRO.

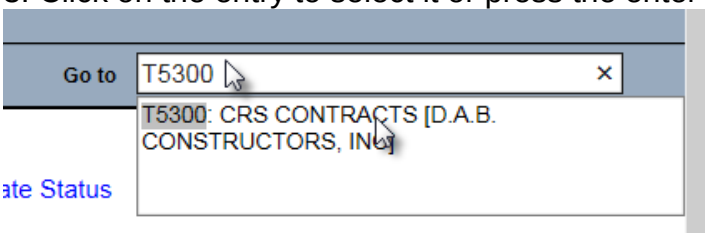
B. Finding a CQCP for Structural Concrete Review

There are two ways for DMO concrete PMUs to find CQCPs with structural concrete very quickly.

1. Using GoTo to find a CQCP

1. Select the Contractor QC Plan Menu option to be navigated to the Contractor QC Plan screen.

2. To use the GoTo field to find a specific CQCP, enter the Contract Id in the GoTo field. This can be found on the email notification from MAC.
3. Click on the entry to select it or press the enter key to select it.

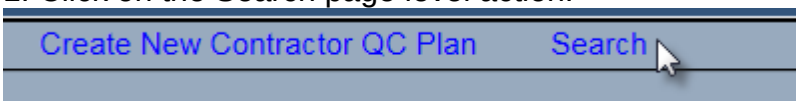


MAC will navigate directly to the CQCP.

2. Using the Search Option to find a CQCP

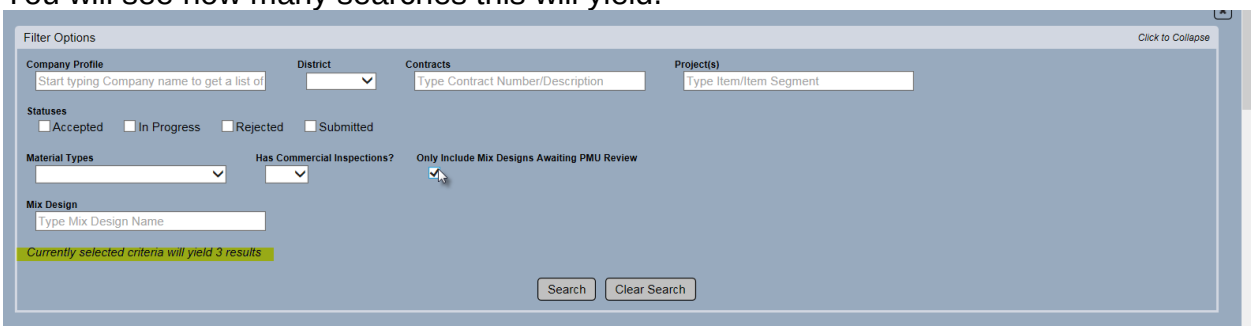
There is a feature on the search screen designated specifically for structural concrete PMU review of CQCPs.

1. Click on the Search page level action.

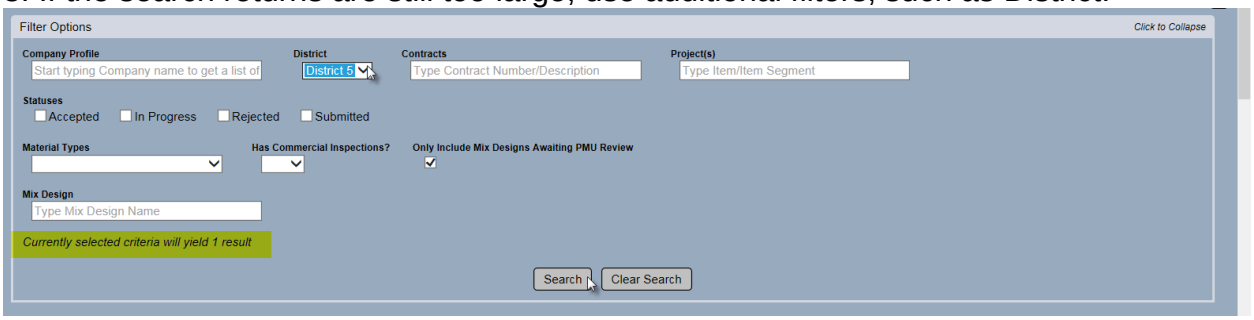


The Search subpage will appear.
NOTE: This page has its own scroll bar as well as a scroll bar for the entire page.

2. Select the Only Include Mix Designs Awaiting PMU Review indicator.
You will see how many searches this will yield.

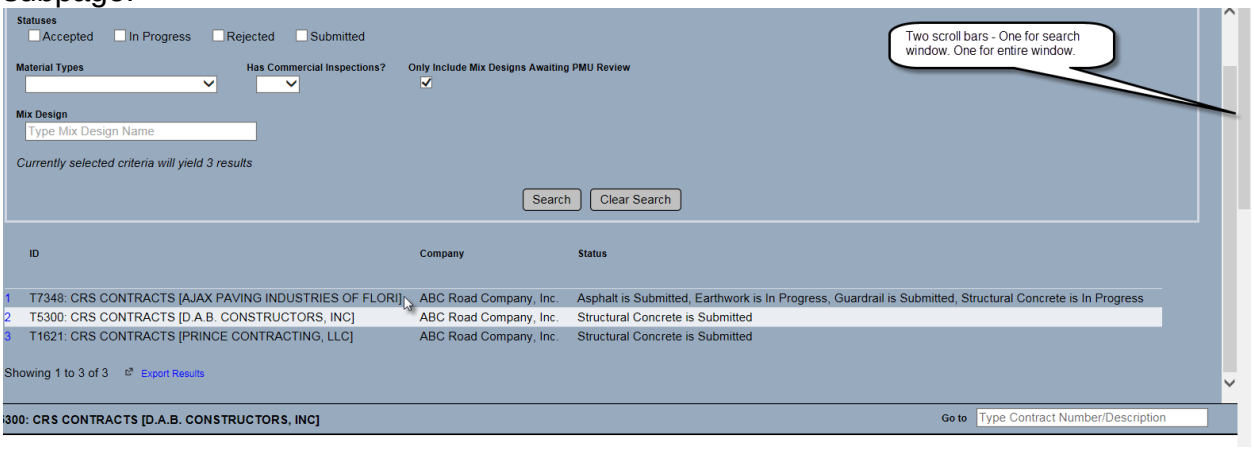


3. If the search returns are still too large, use additional filters, such as District.



4. Click on the Search option to return a list of the CQCPs meeting the search criteria.

A list of CQCPs meeting the search criteria will appear at the bottom of the Search subpage.



5. Click on the CQCP you want to find.
NOTE: You can return to this list after you finish the first review by clicking on the search option. The same list will appear if you don't leave the CQCP screen or regenerate the search. By doing this you can process more than one review at a time.

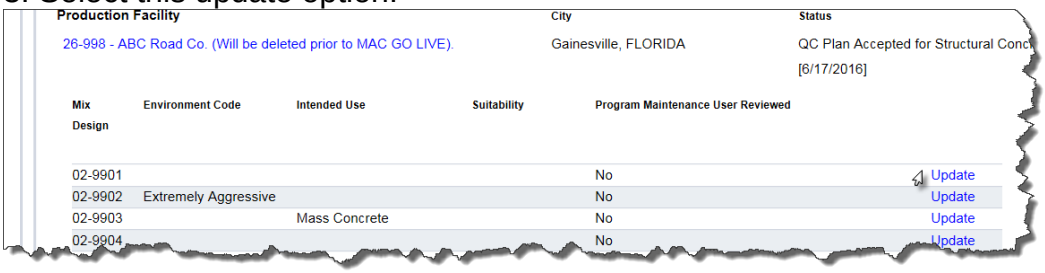
C. DMRO Review of Structural Concrete Production Facilities and Design Mixes

Once you have found the CQCP you need to review, to begin the review:

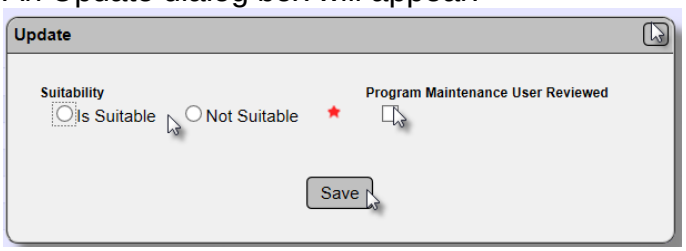
1. Click on the Structural Concrete tab to expand it.
Sub-tabs for Technicians, Labs and Production Facilities will appear. There is no review needed in MAC for the Technicians and Labs; however, you may want to review them for planning purposes, such as the technicians for future active technician Independent Assurance Reviews.
2. Click on the Production Facilities sub-tab to expand it.
The entries made by the data entry person will appear. This information replaces the LIMS Mix Use table. Once the DMRO PMU review is complete, this information is used at sample login to confirm that the production facility and mix design used on the sample is on this CQCP and has been reviewed by a DMRO PMU and designated as suitable.

The PMU is responsible for designating each mix design listed as suitable. Suitable is defined as:
1. The production facility can produce the mix design
    a. The production facility status is QCP is accepted
    b. The production facility has the material on hand
2. The mix design meets the requirements of the specific contract.
    a. Are there any project specific requirements, such as Special Provisions, Developmental Specifications, Technical Special Provisions, plan notes, or change orders? You may need the PA or QC Manager to provide the contract documents for your review.
Review the information outside of MAC and when your review is complete, you will be ready to make your indications on the CQCP.

3. Select this update option.



An Update dialog box will appear.



The PMU review indicates two things. Both drive different programming.

4. Is Suitable / Not Suitable – Select the result of your review for that mix design

a. Is Suitable will allow the mix design to be selected on structural concrete samples for this contract without an off-list flag.

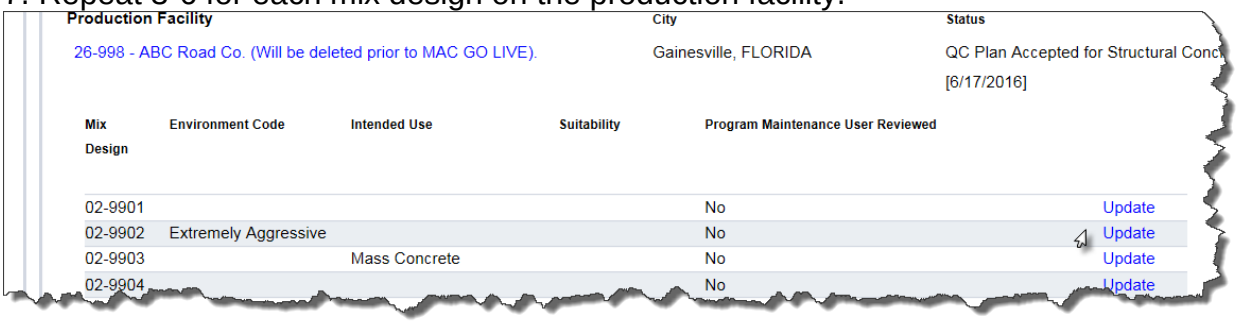
b. Not Suitable will allow the mix design to be selected by using the "Allow any Mix option, but the sample will be designate with an off-list flag, even though the mix design is listed on the CQCP.

5. Program Maintenance User Reviewed - select this to indicate to the system that you have completed your review of this mix design. This will pass the structural concrete portion of the CQCP to the PA for his review once this indicator has been selected on all the mix designs.

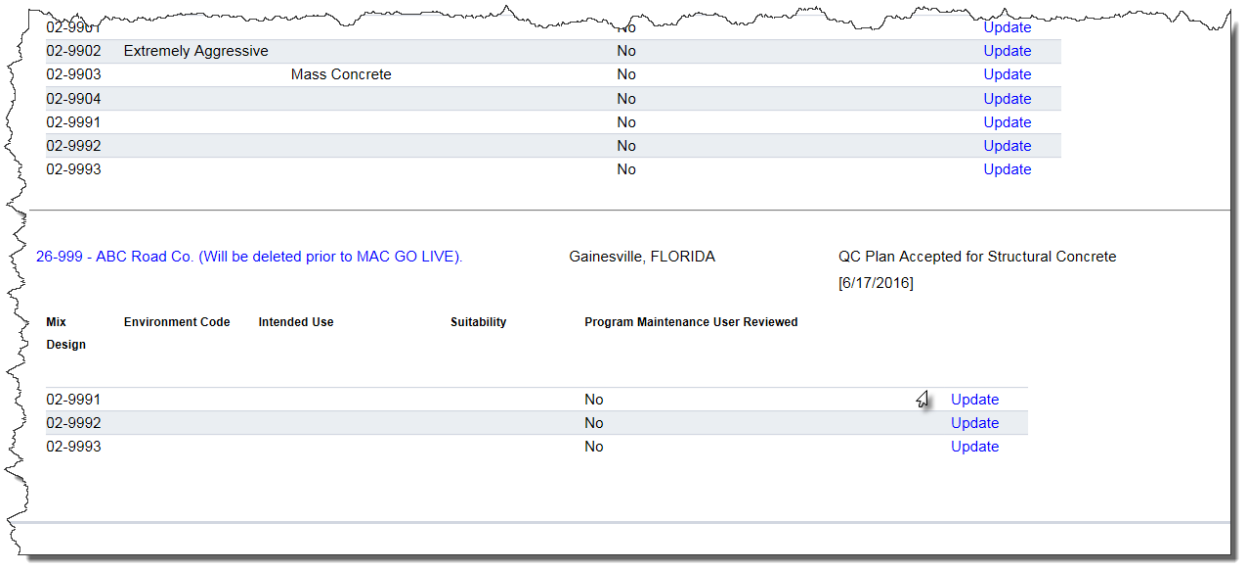
NOTE: If any mix design does not have this indicator selected, the PA will not be able to review and accept or reject the structural concrete portion of the CQCP.

6. Select Save to save the indicators.

7. Repeat 3-6 for each mix design on the production facility.



8. Repeat for all production facilities on the CQCP.



02-9901			No	Update
02-9902	Extremely Aggressive		No	Update
02-9903		Mass Concrete	No	Update
02-9904			No	Update
02-9991			No	Update
02-9992			No	Update
02-9993			No	Update

26-999 - ABC Road Co. (Will be deleted prior to MAC GO LIVE). Gainesville, FLORIDA QC Plan Accepted for Structural Concrete [6/17/2016]

Mix Design	Environment Code	Intended Use	Suitability	Program Maintenance User Reviewed	
02-9991				No	Update
02-9992				No	Update
02-9993				No	Update

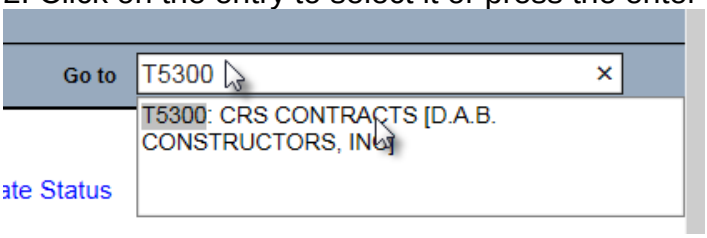
When all mix designs on all production facilities have both indicators selected, the CQCP will automatically be available to the PA for review. No additional steps need to be taken by the PMU.

Chapter 9 – PA Review of the CQCP

A. Finding a CQCP for Review

1. Using the GoTo Field

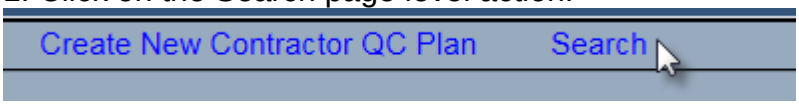
1. To use the GoTo field to find a specific CQCP, enter the Contract Id in the GoTo field.
2. Click on the entry to select it or press the enter key to select it.



MAC will navigate directly to the CQCP.

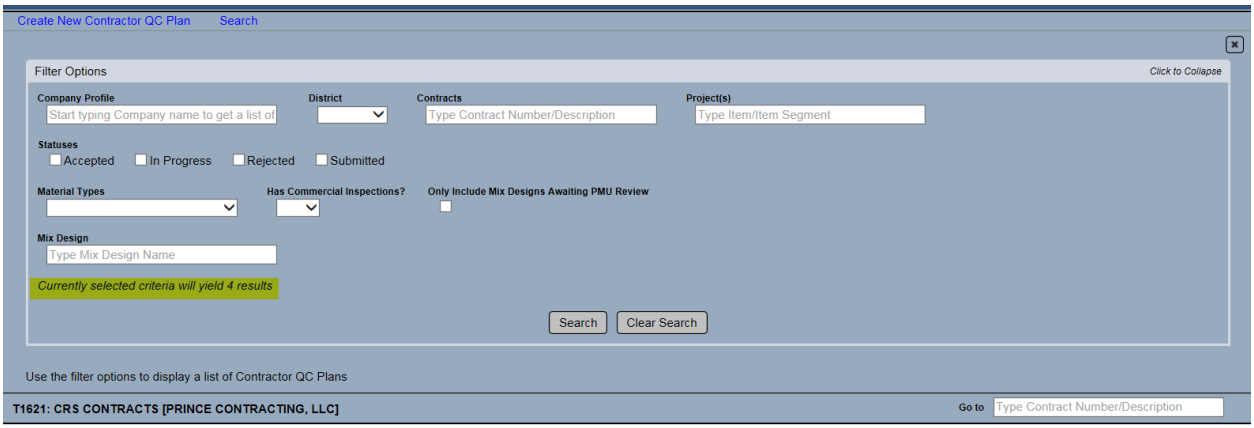
2. Using the Search Option to find a CQCP

1. Click on the Search page level action.



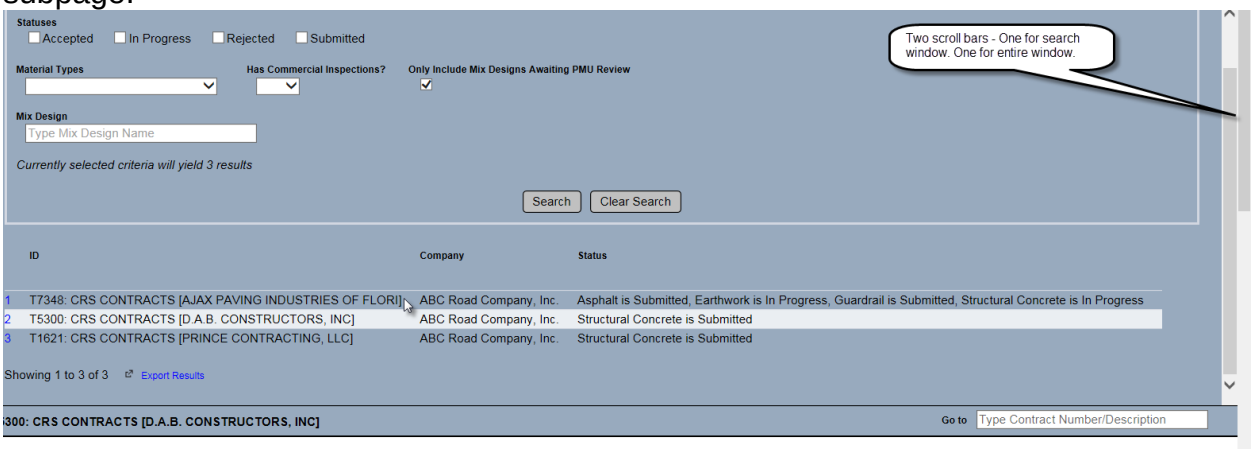
The Search subpage will appear.
NOTE: This page has its own scroll bar as well as a scroll bar for the entire page.

MAC will tell you how many entries meet the search even without any search criteria selected.



2. If the search returns are still too large, use additional filters, such as Company, District or Contracts. Here Contracts is a multi-select field.

3. Click on the Search option to return a list of the CQCPs meeting the search criteria. A list of CQCPs meeting the search criteria will appear at the bottom of the Search subpage.



5. Click on the CQCP you want to find.

NOTE: You can return to this list after you finish the first review by clicking on the search option. The same list will appear if you don't leave the CQCP screen or regenerate the search. By doing this you can process more than one review at a time.

B. Reviewing the CQCP

Construction Project Administration Manual (CPAM) 3.3 is being updated to include the MAC CQCP. The checklist has been revised to show what the PA needs to look for with in the MAC information.

1. QC Manager Review

The first tab to look at is the QC Manager.

1. Click on the tab to expand it.

a. Is the QC manager's qualification up to date? If not, get with the QC Manager to determine his plan of action to get a satisfactory qualification status before QC operations begin. QC manager qualifications are now once and done so if it's in a good status, the QC manager will not expire before the contract is finished.
b. Is the contact information correct and complete?

2. Asphalt

1. Click on each of the Asphalt tab to expand it.
2. Click on the Technicians sub-tab to expand it.

Technicians [4]

TIN/Name	Qualification Status	Expiration Date
Asphalt Paving Level I		
F12345678	Not Qualified	
F12345678	Not Qualified	
Asphalt Paving Level II		
M12345678	Not Qualified	
W12345678	Not Qualified	

a. Review the statuses of the personnel qualifications. Consider any unsatisfactory qualification statuses and get with the QC Manager on the plan of action for getting the qualification statuses satisfactory before QC operations begin. If any technicians have an expiration date that will happen before the project ends, get with the QC Manager on the plan of action to ensure the technician's qualification stays current.
b. If the technicians are qualified, an expiration date will be given. Are any of the technicians' qualifications going to expire before the contract is complete? If so, discuss with the QC Manager actions to be taken to ensure they remain qualified.
c. Are there enough Technicians to cover the QC Operations?
3. Click on the Labs sub-tab to expand it.

Labs [2] *Click to Collapse*

Lab	City	Lab Status
A0ABC1 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified
A0ABC2 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified

a. What is the overall status of the lab(s)?
b. The overall lab status as shown does not indicate if the labs listed have the appropriate test methods in a valid status. Review the specific test methods by generating the Qualified Laboratory Listing. See **Chapter 6 – Reviewing Laboratory Test Method Status** .

4. Click on the Production Facilities sub-tab to expand it.

Production Facilities [2] *Click to Collapse*

Production Facility	City	Status
A0ABC1 - ABC Road Co. (Will be deleted prior to MAC GO LIVE).	Gainesville, FLORIDA	QC Plan Accepted for Asphalt [6/17/2016]
A0ABC2 - ABC Road Co. (Will be deleted prior to MAC GO LIVE).	Gainesville, FLORIDA	Under Review [6/17/2016]

a. Review the status of each production facility. If a Status is anything other than QC Plan Accepted, review with the QC Manager what steps are being taken to have the production facility in an acceptable status before the asphalt is produced and delivered for final placement.

NOTE: QC Manager, Technician, Lab and Production Facility status not being acceptable is not necessarily grounds for the PA rejecting the CQCP. If the PA and QC Manager agree to the actions needed to ensure the status is appropriate before QC Operations begin, the portion of the CQCP can be accepted. If the actions are not taken by the time the QC Operations begin, follow CPAM 3.3 instructions for suspending QC Operations, if applicable.

3. Earthwork

1. Click on each of the Earthwork tab to expand it.
2. Click on the Technicians sub-tab to expand it.

Earthwork

Technicians [4]

TIN/Name	Qualification Status	Expiration Date
Earthwork Inspection Level I		
F12345678	Not Qualified	
F12345678	Not Qualified	
Earthwork Inspection Level II		
M12345678	Not Qualified	
T12345678	Not Qualified	

a. Review the statuses of the personnel qualifications. Consider any unsatisfactory qualification statuses and get with the QC Manager on the plan of action for getting the qualification statuses satisfactory before QC operations begin. If any technicians have an expiration date that will happen before the project ends, get with the QC Manager on the plan of action to ensure the technician's qualification stays current.
b. If the technicians are qualified, an expiration date will be given. Are any of the technicians' qualifications going to expire before the contract is complete? If so, discuss with the QC Manager actions to be taken to ensure they remain qualified.
c. Are there enough Technicians to cover the QC Operations?

3. Click on the Labs sub-tab to expand it.

Labs [2]

Lab	City	Lab Status
ABC1 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified
ABC2 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified

a. What is the overall status of the lab(s)?
b. The overall lab status as shown does not indicate if the labs listed have the appropriate test methods in a valid status. Review the specific test methods by generating the Qualified Laboratory Listing. See **Chapter 6 – Reviewing Laboratory Test Method Status**.

4. Click on the Production Facilities sub-tab to expand it.

Production Facilities [0]

No Production Facilities have been set up for this Material Type

a. For earthwork, if there are no production facilities set up, is there limerock base and/or riprap on the contract?

i. If No, no production facilities are needed.

ii. If Yes, the Earthwork portion should be rejected and sent back to the data person to ensure the CQCP entries are added for the mine(s) where the Contractor will be receiving material for limerock base and/or riprap. See Chapter Two for QC data for earthwork

3. Production Facilities for additional information.

4. Structural Concrete

1. Click on each of the Structural Concrete tab to expand it.
2. Click on the Technicians sub-tab to expand it.

Structural Concrete

Technicians [4]

TIN/Name	Qualification Status	Expiration Date
Concrete Field Technician Level I		
F12345678	Not Qualified	
M12345678	Not Qualified	
Concrete Field Technician Level II		
F12345678	Not Qualified	
W12345678	Not Qualified	

a. Review the statuses of the personnel qualifications. Consider any unsatisfactory qualification statuses and get with the QC Manager on the plan of action for getting the qualification statuses satisfactory before QC operations begin. If any technicians have an

expiration date that will happen before the project ends, get with the QC Manager on the plan of action to ensure the technician's qualification stays current.
b. If the technicians are qualified, an expiration date will be given. Are any of the technicians' qualifications going to expire before the contract is complete? If so, discuss with the QC Manager actions to be taken to ensure they remain qualified.
c. Are there enough Technicians to cover the QC Operations?
d. Is there a bridge on the contract?
i. If so, is it the type of bridge that needs some of the specialty technicians?
ii. Did the QC data entry person indicate who those technicians are and provide their TINS?
1) If not, ask that the CQCP be updated to include this information.
2) If so, don't rely on the CTQP feedback. The current qualification status listed by CTQP may not be accurate if the certification information has not been kept up to date. If the QC data entry person did not attach the latest certifications, ask for them to be submitted to you.
e. Does the bridge type also require supervisory personnel?
i. Is there a resume or some other documentation describing the foreman or other required supervisor attached?
ii. Is it sufficient?

3. Click on the Labs sub-tab to expand it.

Labs [2]

Lab	City	Lab Status
ABC1 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified
ABC2 - ABC Road Company, Inc.	Gainesville, FLORIDA	Qualified

a. What is the overall status of the lab(s)?
b. The overall lab status as shown does not indicate if the labs listed have the appropriate test methods in a valid status. Review the specific test methods by generating the Qualified Laboratory Listing. See **Chapter 6 – Reviewing Laboratory Test Method Status**.
4. Click on the Production Facilities sub-tab to expand it.
a. For Structural Concrete, the DMRO Structural Concrete PMU must review the production facilities and mix designs before the PA can accept or reject the structural concrete portion of the CQCP.

Production Facility	City	Status
26-998 - ABC Road Co. (Will be deleted prior to MAC GO LIVE).	Gainesville, FLORIDA	QC Plan Accepted for Structural Concrete [6/17/2016]

Mix Design	Environment Code	Intended Use	Suitability	Program Maintenance User Reviewed
02-9901			Is Suitable	Yes
02-9902	Extremely Aggressive		Not Suitable	Yes
02-9903		Mass Concrete	Is Suitable	Yes
02-9904			Is Suitable	Yes
02-9991			Is Suitable	Yes
02-9992			Is Suitable	Yes
02-9993			Is Suitable	Yes

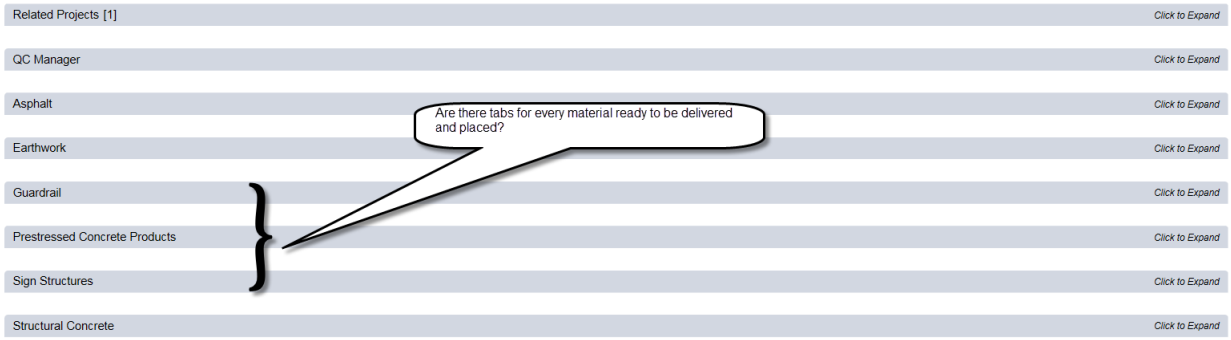
26-999 - ABC Road Co. (Will be deleted prior to MAC GO LIVE).	Gainesville, FLORIDA	QC Plan Accepted for Structural Concrete [6/17/2016]

Mix Design	Environment Code	Intended Use	Suitability	Program Maintenance User Reviewed
02-9991			Is Suitable	Yes
02-9992			Is Suitable	Yes
02-9993			Is Suitable	Yes

a. Review the status of each production facility. If a Status is anything other than QC Plan Accepted, review with the QC Manager what steps are being taken to have the production facility in an acceptable status before the structural concrete is produced and delivered for final placement.
b. Review the status of the mix design suitability. If any mix design is designated as Not Suitable, review with the QC Manager to ensure the mix design is not delivered to the contract.

5. Other Materials

1. Review the tabs for the selected materials. Are all the material types accounted for? If there are any missing materials, get with the QC Manager. They don't all have to be entered on the initial submittal, but the CQCP should be updated before the material is used on the contract so you and the Materials Office personnel can do any necessary preplanning.



b. For any tab with production facilities, review the status of each production facility. If a Status is anything other than QC Plan Accepted, review with the QC Manager what steps are being taken to have the production facility in an acceptable status before the material is produced and delivered for final placement.

Sign Structures

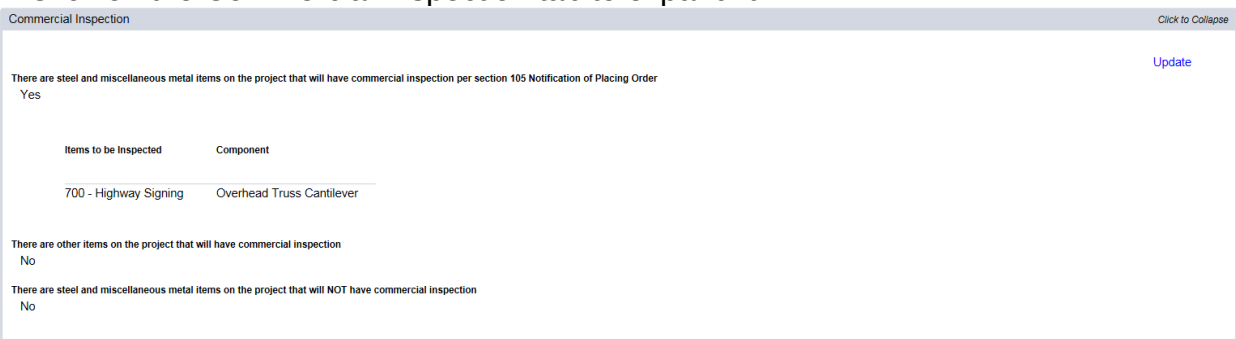
Production Facilities [1]

Production Facility	City	Status
SS-FL-ABC1 - ABC Road Co. (Will be deleted prior to MAC GO LIVE).	Gainesville, FLORIDA	QC Plan In Review for Sign Structures [6/17/2016]

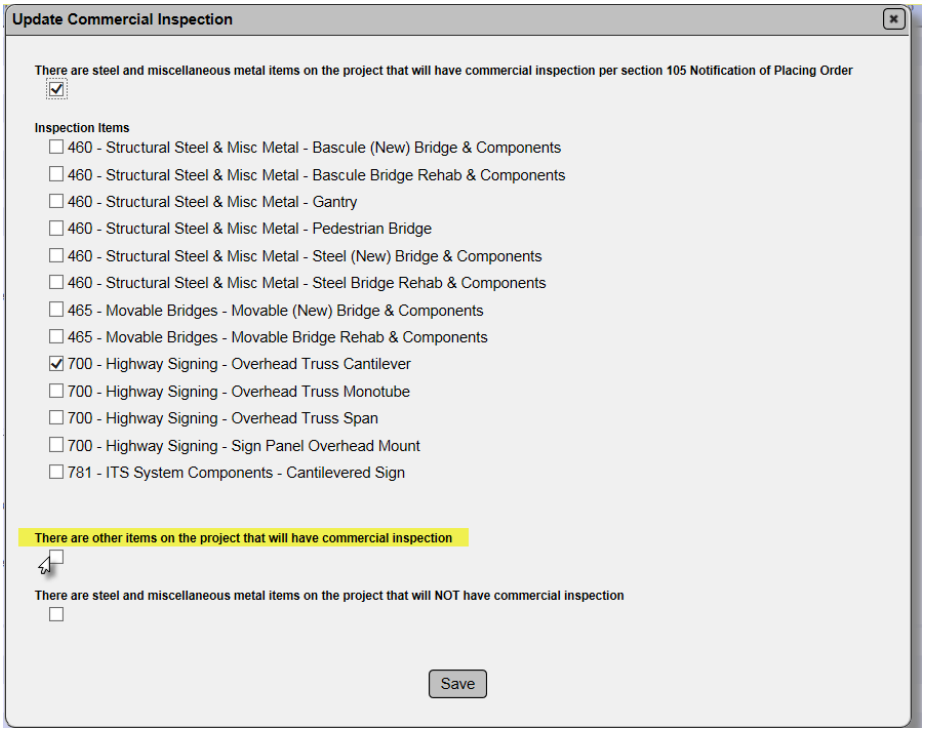
NOTE: For all labs and production facilities, when the data entry person created the entry for each material requiring a production facility, a warning message was created for any entry with just one production facility. If there is only one production facility listed:
a. Is it a situation where only one production facility is able to deliver within the specified delivery time?
b. If not, discuss with the QC Manager the risk of sole source entries for labs and production facilities. If the laboratory or production facility status is changed in the system, it will automatically appear on the CQCP entries with that entry. The CQCPs are not also automatically suspended. The PA must determine if the suspension of the sole source facility warrants suspension of the Contractor's QC Operations in accordance with CPAM 3.3.

6. Commercial Inspection

If there is commercial inspection on the contract, the PA must include additional information on the commercial inspection tab. The Contractor indicates which materials require inspection. Sometimes the PA requests inspection on items that don't require inspection, but the FDOT wants it to be performed in this case. The Contractor usually has no knowledge of this so the PA is the person to indicate this on the CQCP.
1. Click on the Commercial Inspection tab to expand it.

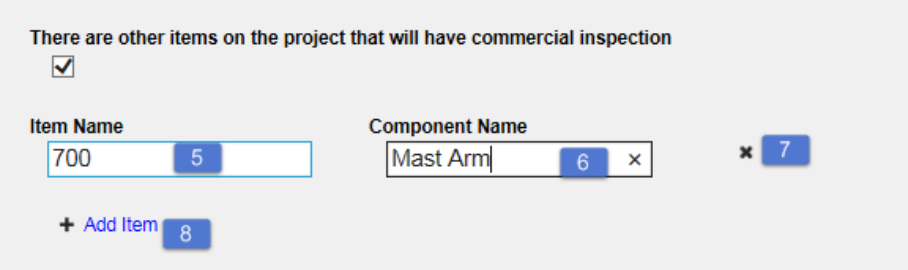


2. Review the data input by the Contractor to ensure it is complete.
a. Are there steel and miscellaneous metal items on the contract that require commercial inspection?
    i. If so, has the Contractor indicated there will be items that required commercial inspection on the contract?
    ii. Is the list of items to be inspected complete?
3. Select the Update option if there are additional items to be inspected.
An Update Commercial Inspection dialog box will appear with the indicators made by the data entry person already selected.



4. If there are other items that don't require inspection, but you would like to have inspected, select the "There are other items on the contract that will have commercial inspection" indicator.

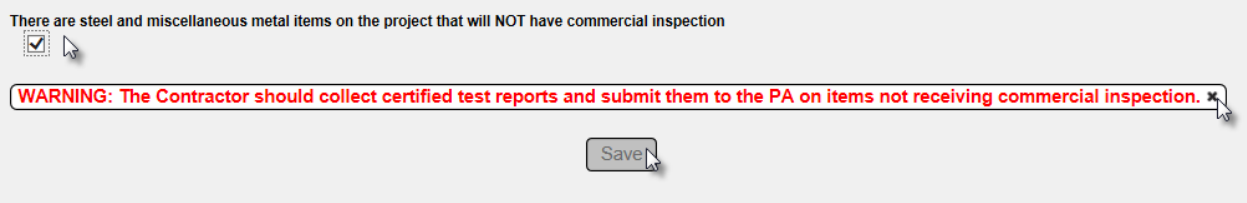
When you select this option, other fields will appear, Item Name and Component Name.



5. Item Name should be the FDOT Specification Section that contains the component. Enter the FDOT Specification Section.
6. Component Name is the specific component to be inspected. Enter the component, for example, Mast Arm.
7. If you have entered a component that needs to be removed, select the x next to the component.
8. If additional components need to be inspected, select the Add Item option to obtain other set of fields.
9. Repeat 5 - 8 for all items that need to be inspected.
This information is used by the State Materials Office to determine when commercial inspection is needed and for planning and scheduling. If the PA does not provide this information, the commercial inspection may not be available.

A contract can have steel and miscellaneous metals that will not be inspected. If there are steel and miscellaneous metal products on the contract that will not be commercially inspected:

10. Select the “There are steel and miscellaneous metal items on the project that will NOT have commercial inspection”.



11. You will receive a warning message. This is a reminder that you must collect certified mill analysis from the Contractor for the items that are not commercially inspected. Read the warning and select the x to dismiss it.
12. Select the Save option to save the additional information. The Save option will not be greyed out after dismissing the warning message.

All of this is intended to help the SMO track when commercial inspection is needed. It also assists the PA and the Materials Certification Review personnel to determine the methods of acceptance. There are 3 methods of acceptance on contracts with steel and miscellaneous metals:

1. All the steel and miscellaneous metal items are commercially inspected:

a. The PA receives a final report from the commercial inspection firm. This report contains all the certified mill analyses already reviewed by the inspection firm. They do not need to be reviewed by the State Materials Office Physical Lab. The report is the method of acceptance.

2. All the steel and miscellaneous metal items are NOT commercially inspected.

a. The PA should collect certified mill analyses from the Contractor and log them into MAC for the SMO Physical Lab to review. This is the method of acceptance for these products.

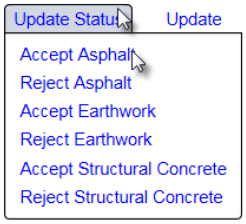
3. Some steel and miscellaneous metal items are commercially inspected and some are NOT commercially inspected.

a. The PA will need both the final inspection report and the certified mill analyses.

C. Accepting or Rejecting the CQCP

Once you have reviewed all of the data and communicated with the QC Manager on any issues, you're ready to update the status. The PA needs to accept or reject each material individually.

1. Select the Update Status option.
2. Select one of the options for each material.



You will receive a message that the status was successfully updated.

Accept Contractor QC Plan Material Type was successful

The status of the material will change from Submitted to Accepted.

Asphalt	
In Progress	6/30/2016 3:51:50 PM
Submitted	7/1/2016 8:07:02 AM
Accepted	7/1/2016 1:51:19 PM

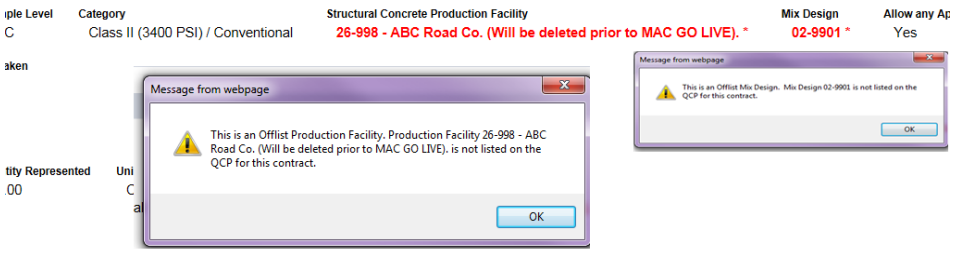
The status will remain as such until the PA changes them. For example, if you select Reject Asphalt the Asphalt portion will remain in the status of Rejected until you change it to Accepted. This includes CQCP addendums. Once the initial submittal is made, it is not always apparent that additional information has been added. The PA will need to review the information regularly and keep in communication with the QC Manager for updates, which can include changes to existing data, like technicians, labs or structural concrete mix designs. You won't necessarily have to accept or reject these changes, but you should review the plan occasionally to ensure its being kept up to date.

Chapter 10 - Impact of the CQCP on Sample Life Cycle

The CQCP impacts the login information for the asphalt and concrete samples on a contract. If the sample data entry person selects an asphalt plant that is not listed on the CQCP, the sample shows that the plant is not associated with the CQCP.

This is not an issue for Materials Certifications as long as the plant selected has an acceptable status. It is an issue for QC Program in that the Contractor is not keeping his CQCP up to date. Before the sample data entry user got into the position of having to select a plant that is not on the CQCP, it should be updated to include these as entries for selection. This applies to all samples on the project, not just QC samples.

For structural concrete mix designs and production facilities, the CQCP is used to indicate which production facilities are expected to produce which mix designs. If the sample login person selects a structural concrete production facility, mix design or both that are not listed on the CQCP, the sample will be designated with the production facility and or mix design in red. This is also not an issue for Materials Certification. The only issue for Materials Certification would be if the structural concrete production facility does not have a good qualification status (regardless of if it is on-list or off-list). Off-list is an issue for QC Program and the District Material and Research concrete personnel will review with the production facility. The PA may consider this to be an issue since it may indicate the CQCP is not being kept up to date. Also, the mix design used may have project specific issues if it does not meet the project specific requirements. This is not known because it was not reviewed by the PMU before it was used.



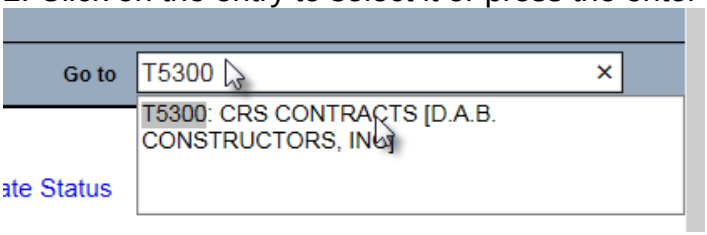
Chapter 11 – Updating an Existing CQCP

Because entries on the CQCP impact Sample login, the Contractor should keep the information on the CQCP up to date. The specifications require that the information be provided to the Department before the QC Operations for a QC Program material begins. Because the system does not require the CQCP be completed in its entirety, it is up the QC Manager to ensure that the entries are up to date.

A. Finding a CQCP for Updates

1. Using the GoTo Field

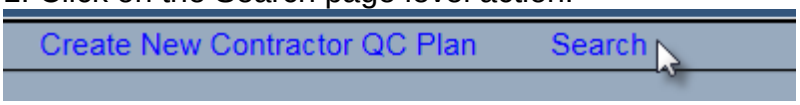
1. To use the GoTo field to find a specific CQCP, enter the Contract Id in the GoTo field.
2. Click on the entry to select it or press the enter key to select it.



MAC will navigate directly to the CQCP.

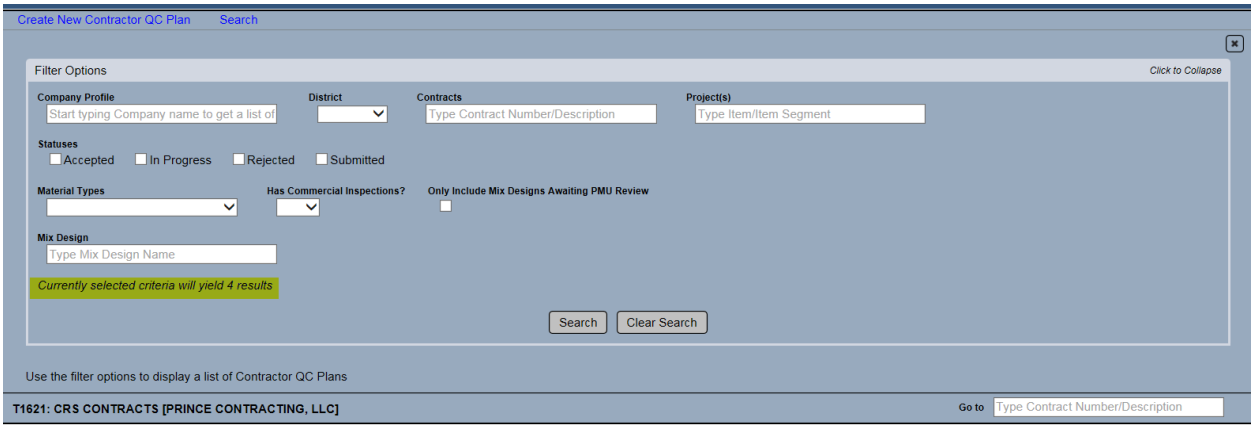
2. Using the Search Option to find a CQCP

1. Click on the Search page level action.



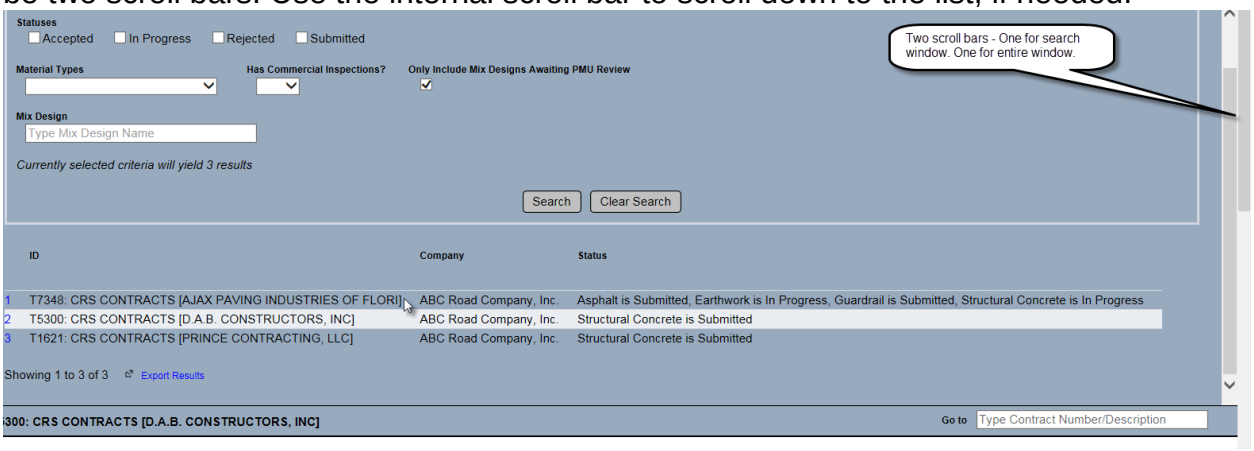
The Search subpage will appear.
NOTE: This page has its own scroll bar as well as a scroll bar for the entire page.

MAC will tell you how many entries meet the search even without any search criteria selected.



2. If the search returns a long list, use additional filters, such as Company, District or Contracts. Contracts is a multi-select field.

3. Click on the Search option to return a list of the CQCPs meeting the search criteria. The list of CQCPs will appear at the bottom of the Search subpage. Note that there may be two scroll bars. Use the internal scroll bar to scroll down to the list, if needed.



5. Click on the CQCP you want to find.

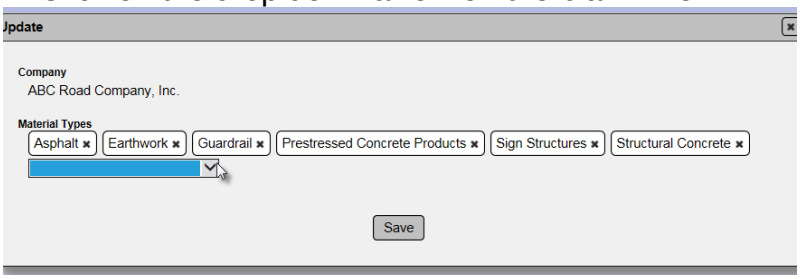
B. Updating the CQCP

1. Adding Materials

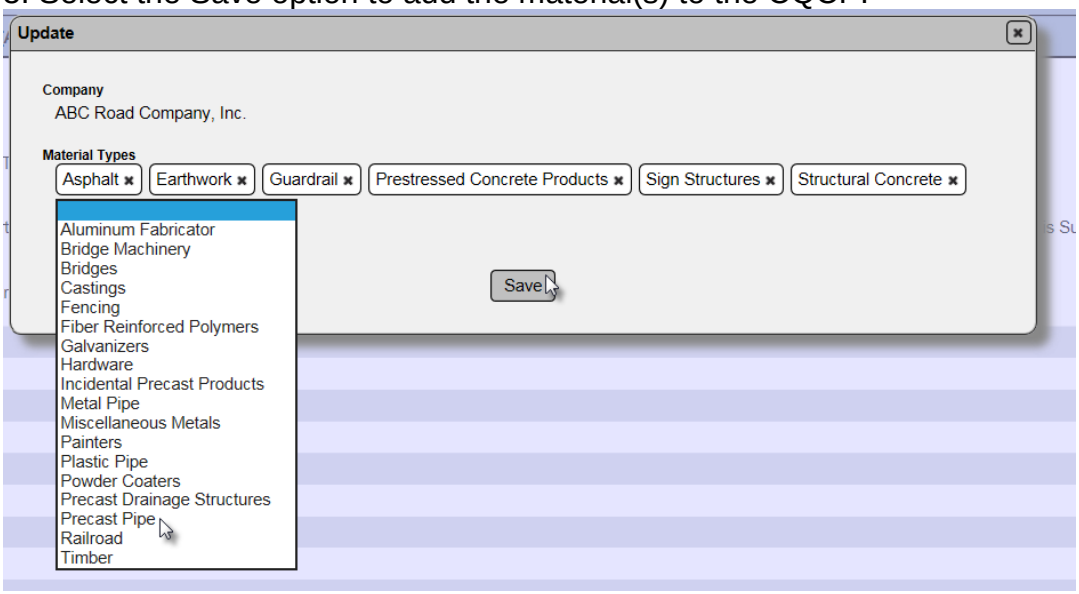
1. To add materials on the CQCP, select the Update page level action on the top right of the CQCP.

An Update dialog box will appear.

2. Click on the drop down arrow on the blank line.

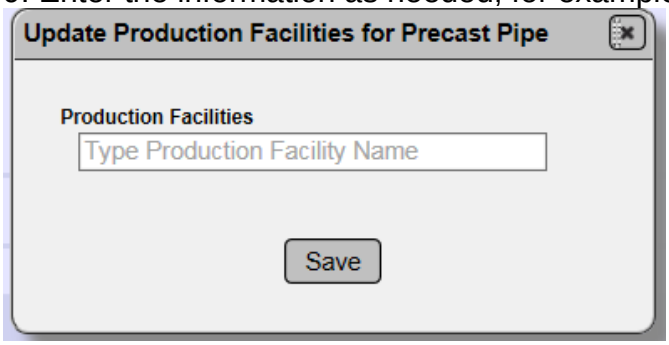


A list will appear.
3. Select the material to be added.
4. Repeat if more materials are to be added.
5. Select the Save option to add the material(s) to the CQCP.



New tab(s) will be added for the material(s) you selected.
6. Click on the new tab to expand it.
7. Click on the sub-tab to see the Update option(s).

8. Select the Update option to provide the required data.
An update dialog box will appear.
9. Enter the information as needed, for example, production facilities.



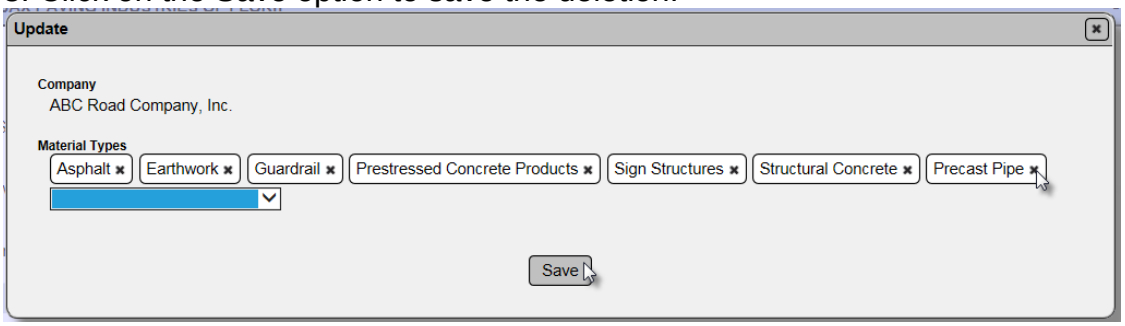
10. Select Save to complete the update.
11. Click on the Submit option submit the new material(s).

2. Deleting Materials

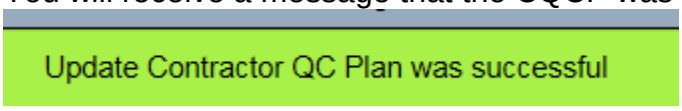
1. To delete materials on the CQCP, select the Update page level action on the top right of the CQCP.

An Update dialog box will appear.

2. Click on the x next to the material(s) you want to delete.
3. Click on the Save option to save the deletion.



You will receive a message that the CQCP was successfully updated.

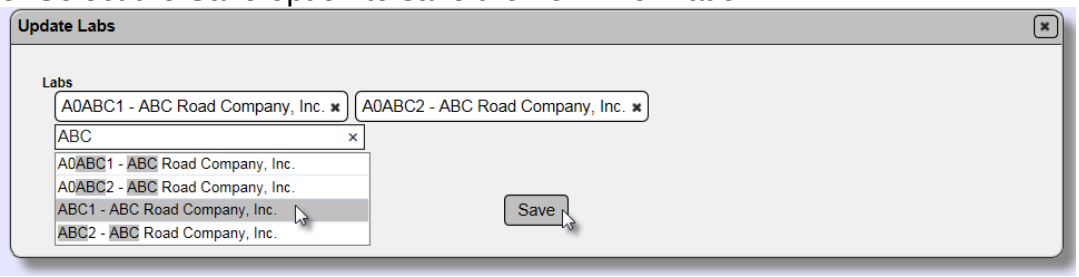


3. Updating Existing Materials

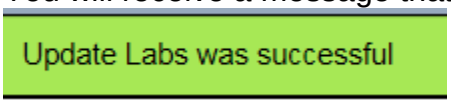
From time to time, additional information will need to be added to already submitted sections. For example, new technicians or laboratories are needed due to increased QC Operations.

1. Click on the material tab to expand it.
2. Click on the appropriate sub-tab that needs updating.
3. Click on the Update option.

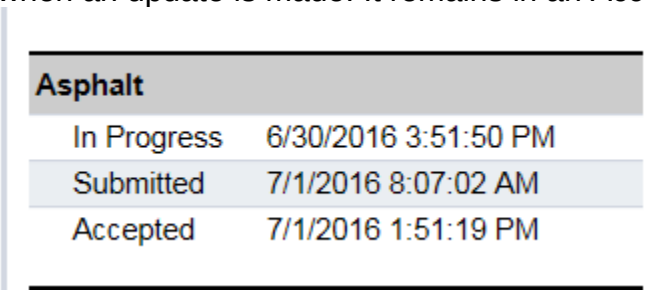
An Update dialog box will appear.
4. Make the additional changes by adding new information as needed.
5. Select the Save option to save the new information.



You will receive a message that the update was successful.



In the case of already accepted materials, the status of the material does not change when an update is made. It remains in an Accepted status.



Asphalt	
In Progress	6/30/2016 3:51:50 PM
Submitted	7/1/2016 8:07:02 AM
Accepted	7/1/2016 1:51:19 PM

Notify the PA that there is additional (new) information on the CQCP.