



# Florida Department of TRANSPORTATION

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## Materials Acceptance and Certification (MAC) QC Program Maintenance User Manual

September 27, 2016



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## Introduction

### **Who is the FDOT QC Program Coordinator?**

The QC Program Coordinator is a person at the District Materials Office and Research (DMRO) or State Materials (SMO) who manages the Quality Control (QC) Program requirements for production facilities under the QC Program. These instructions describe the functions performed by the FDOT QC Program Coordinator in MAC.

### **Who is the Program Maintenance User?**

The QC Program Coordinator's role in MAC is known as the Program Maintenance User. Other users with the role of Program Maintenance User are Independent Assurance Evaluators, Lab Qualification Program Coordinators and Final Project Materials Certification personnel.

### **Who is the QC Manager?**

The QC Manager is a person working for the production facility responsible for maintaining the Quality Control Program requirements. The QC Manager may also serve as the Contact Person and/or the Production Facility or Company Profile Manager.

### **Who is the Contact Person?**

The Contact Person is the person listed on the Production Facility Listing who the company designates as the contact for anyone wishing to contact the production facility. It may be the QC Manager or it may be someone like a regional manager or a salesperson. In LIMS, many materials required the QC Manager to be listed as the contact person. MAC has separate entries for each so the QC Manager may not be the contact person.

### **Who is the Company Profile Manager?**

This is the person in the company who has access to MAC and maintains the company profile and users in the system. The Company Profile Manager can assign users to be the Production Facility Profile Manager.

### **Who is the Production Facility Profile Manager?**

This is the person in the production facility's company who has access to MAC and maintains the production facility profile in the system. A Production Facility Profile Manager can be assigned to more than one facility. The Company Profile Manager can also be assigned as the Production Facility Profile Manager.

## Chapter 1 - Creating a New Production Facility Profile

### A. Creating a Production Facility Profile

In order for a production facility to appear on the **FDOT Production Facility Listing**, new production facilities need to submit a QC plan and other documents as required, to the DMRO or SMO. You may need to work with the MAC District Application Coordinator to ensure users have access to MAC. The DAC may need to set up the company profile for the production facility if the company profile does not yet exist in MAC.

After reviewing the QC Plan in accordance with the Materials Manual, the FDOT DMRO or SMO QC Program (QCP) Coordinator will create the production facility profile in MAC. Ensure that the QC plan is correct and complete so that the profile is up to date.

**NOTE:** Some facilities do not require a QC Plan to designate the status of the production facility. Aggregate production facilities (mines or terminals) are not part of the QC Program, but are governed by the Aggregate Control Program. Aggregate production facilities are maintained in MAC and instructions specific to aggregate facilities are included in this document. Non-structural concrete production facilities are not governed by the QC Program. Production facilities approved to produce only non-structural concrete are included in MAC for the ability to report the facilities.



1. In MAC, select the Facilities option.
2. Select the Production Facilities option.

The Production Facility Management area of MAC will appear. MAC remembers the last entry you updated in each area so if you have updated a production facility, it will automatically populate with that production facility information.



3. Select the Create Production Facility option.

A blank production facility profile screen will appear.

### Production Facility

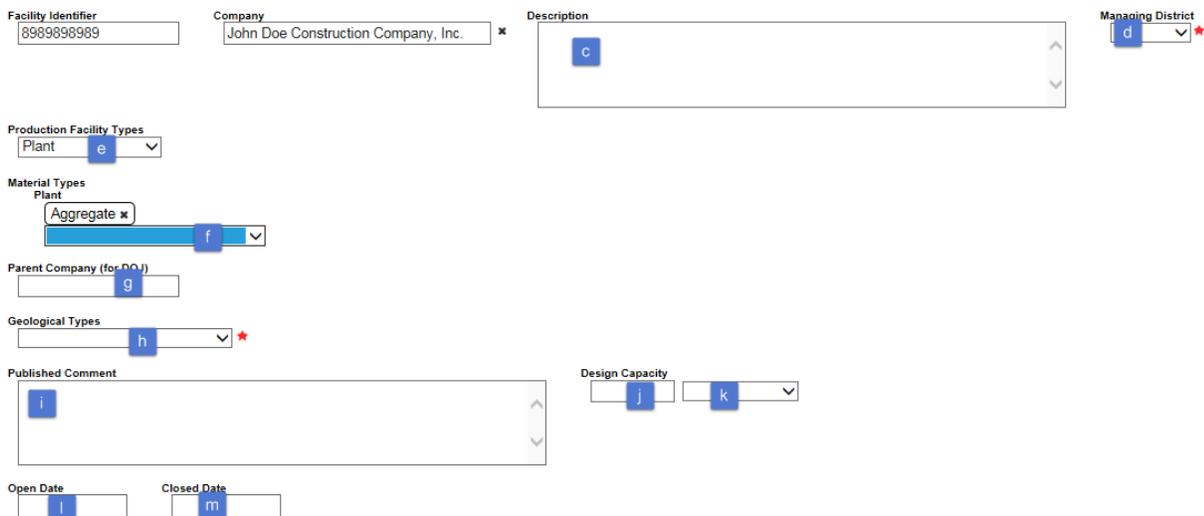
Fill out the information on the production facility profile as described below. A ★ indicates a required field.



- a. Facility Identifier – Enter the Facility Id according to Materials Manual Facility Id format guidelines.
- b. Enter the company name.

**NOTE:** If the company name does not yet exist in MAC, you will not be able to create the production facility profile until the DAC creates the company profile.

Additional fields will appear. Not all production facility profiles will have fields as shown. Complete the fields as follows:



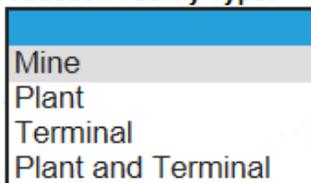
- c. **Description** – this is an optional field that can be used to add additional information about the production facility, such as the company’s facility id or other identifying information.

**NOTE:** In many cases, the plant name including company name is included in the description. Some production facilities are assigned to a company profile with a different company name than what is included in the description field for the production facility profile. This is permissible. The company determines how to set up the company profile and which facilities are assigned. In the case of a primary company with subsidiaries, the choice may be to use the production facility description to associate the subsidiary company name to the main company profile the production facility is assigned to.

d. **Managing District** – Enter the District of the DMRO inspecting and managing the production facility's QC Program. This may or may not be the geographical district where the production facility is located. If the production facility is managed by the SMO, for example, cementitious materials, enter SMO.

e. **Production Facility Types** – a production facility is either a mine, a plant, a terminal or in some rare cases, a plant and a terminal. Select the appropriate entry.

**Production Facility Types**

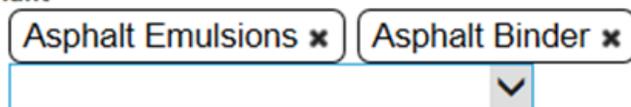


A screenshot of a dropdown menu titled "Production Facility Types". The menu is open, showing four options: "Mine", "Plant", "Terminal", and "Plant and Terminal". The "Mine" option is currently selected and highlighted in a light blue color.

f. **Material Type** – Select the appropriate material type or types from the drop down options.

**Material Types**

Plant



A screenshot of a multi-select field for "Material Types". The field is labeled "Plant" and contains two selected items: "Asphalt Emulsions" and "Asphalt Binder". Each item has a small 'x' icon to its right. Below the selected items is an empty input box with a downward-pointing arrow on its right side, indicating that more options can be selected.

**NOTE:** This field is multi-select. However, do not apply additional material types to facilities that have multiple production facility identifiers and QC Plans for each identifier. Only select more than one material type if there is only one facility identifier and the single QC Plan covers all the selected material types. Some examples of facilities with one facility identifier and multiple material types are liquid asphalt production facilities, and steel and miscellaneous metal production facilities. Facilities with multiple facility identifiers should have an individual entry for each facility identifier and material type. An example of this is a facility that produces precast concrete pipe, precast concrete drainage structures, incidental precast concrete products and structural concrete. There would be four entries in MAC; one for each material type, each having its own facility identifier, material type and QC Plan - PI-XX (material type = precast concrete pipe), PC-XX (material type = precast concrete drainage products), IPC-XX (material type = incidental precast products, and XX-XXX (material type = structural concrete).

g. **Parent Company** – this information is tracked for purposes of reporting to the Department of Justice. It is not applicable to all material types. Enter the name of the parent company, if applicable.

h. **Geological Type** – For aggregate mines and terminals, select the appropriate aggregate type. The field is multi-select. Most mines will only have one geological type. Terminals may have multiple geological types depending on the original sources.

i. **Published Comment** – Enter any additional information about the production facility that will further describe the facility to users of the Production Facility Listing. Most production facilities will not have any information in this field because the reported fields will provide enough information to the list users. A typical example of the information in this field is the dimensions of a tank at a galvanizing facility.

j. **Design Capacity** – enter the number associated to the design capacity of the production facility.

k. **Per Hour/Per Day** – enter the rate associated to the design capacity number in i. For example, a 100 ton per day would be entered as 100 in i. and tons per day in j.

l. **Open Date** – Enter the date the facility was opened, if known.

m. **Closed Date** – This date is typically filled out on an existing production facility that is going out of business and does not apply to new production facilities.

### Profile Manager

You cannot save a new production facility profile without assigning a Profile Manager.

Enter the Profile Manager information as follows:

Profile Manager

The form contains the following fields:

- User**: A dropdown menu with a red star icon and a blue box labeled 'a'.
- Phone Type**: A dropdown menu with a red star icon and a blue box labeled 'b'.
- Number**: A text input field with a red star icon and a blue box labeled 'c'.
- Extension**: A text input field with a blue box labeled 'd'.
- Is Primary**: A radio button with a red star icon and a blue box labeled 'e'.
- Email**: A text input field with a red star icon and a blue box labeled 'g'.

a. **User** – The production facility profile manager must:

1. Have an active FDOT User Id account or an Internet Subscriber account (ISA)
2. Be assigned to the Company Profile User tab (an existing user) with the role of Facility Profile Manager on the Company Profile User tab

User	Data Entry User	Data Reviewer	Facility Profile Manager	Mix Design Reviewer		
Chang Wang	✓	✓			Update	Remove User from Company
Jennifer Murray	✓	✓	✓		Update	Remove User from Company
Lani Nash	✓	✓	✓		Update	Remove User from Company
Preeti Zutshi	✓			✓	Update	Remove User from Company
Rashmi Jawale	✓	✓	✓		Update	Remove User from Company
Susan Musselman			✓		Update	Remove User from Company

Showing 1 to 6 of 6

To assign the user as Facility Profile Manager, select the user from the drop down list. If the user is not there, contact the DAC to have a new user assigned to the profile or have an existing user assigned the role of Facility Profile Manager.

The dropdown menu is open, showing the following options:

- Susan Musselman (highlighted)
- Lani Nash
- Matthew McCoy
- Paul Passe

b. **Phone Type** – Select Office, Cell or Fax.

**NOTE:** MAC wil allow more than one of the same phone type.

c. **Number** – Enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.

d. **Extension** – if an extension is included as part of the phone number, enter it here.

e. **Is Primary** – If additional numbers are provided, select this indicator to designate which is the primary number.

f. **+** – If more than one phone number is needed, click on the + option to add another phone number.

g. **Email** – Enter an email for the facility profile manager so that email notifications can be sent.

### QC Manager

A QC Manager is required to save the production facility profile. The QC Manager does not need MAC access so he may or may not have an FDOT User Id account or an ISA.

**NOTE:** The facility profile manager cannot add or update the QC Manager information. The QCP Coordinator must add the QC Manager and make updates as needed. This is because in most cases, the QC Manager is required to be identified in the QC Plan. It takes a QC Plan addendum to revise this data.

Fill out the information as follows:

QC Manager  **a** Same as Profile Manager

Does this person have an FDOT User Id?  Yes  No **b** User  **c** \*

Phone Type  **d** \* Number  **e** \* Extension  **f** Is Primary  **g**  **h**

Email  **i** \*

a. **Same as Profile Manager** – If the QC Manager is the same person as the profile manager, select the Same as Profile Manager option. MAC will fill in the rest of the information as provided in the Profile Manager section.

b. **Does this person have an FDOT User Id = No** – The QC Manager does not need to have MAC access so they may not have an account for MAC. If the QC Manager does not have an FDOT User Id account or an ISA, change this default to No.

c. **First Name and Last Name** - provide the first and last name of the QC Manager in these fields.

Does this person have an FDOT User Id?  Yes  No **a** First Name  **b** Last Name  \*

b. **Does this person have an FDOT User Id = Yes** – if the QC Manager has an FDOT User Id account or an ISA, leave the default as Yes.

c. **User** – The information needed will change from First Name and Last Name to a field where you can supply a full or partial name. Type in a full or partial name. Select the appropriate user from the list.

d. **Phone Type** – Select Office, Cell or Fax.

e. **Number** – Enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.

f. **Extension** – if an extension is included as part of the phone number, enter it here.

g. **Is Primary** – If additional numbers are provided, select this indicator to designate which is the primary number.

h. **+** – If more than one phone number is needed, click on the + option to add another phone number.

i. **Email** – Enter an email for the QC Manager so that email notifications can be sent.

### Contact Person

A contact person is required to save the production facility profile. Fill in the information as follows:

Contact Person  **a** Same as Profile Manager  **b** Same as QC Manager

Does this person have an FDOT User Id?  **c** Yes  No

User  \*

Phone Type  **e** \*

Number  **f** \*

Extension  **g**

Is Primary  **h**  **i**

Email  **j** \*

a. **Same as Profile Manager** – If the contact person is the same person as the profile manager, select the Same as Profile Manager option. MAC will fill in the rest of the information as provided in the Profile Manager section.

b. **Same as QC Manager** – If the contact person is the same person as the QC manager, select the Same as QC Manager option. MAC will fill in the rest of the information as provided in the Profile Manager section.

c. **Does this person have an FDOT User Id = No** – The contact person does not need to have MAC access so they may not have an account for MAC. If the contact person does not have an FDOT User Id account or an ISA, change this default to No.

d. **First Name and Last Name** - provide the first and last name of the contact person in these fields.

Does this person have an FDOT User Id?  Yes  **a** No

First Name  \*

Last Name  **b** \*

c. **Does this person have an FDOT User Id = Yes** – if the contact person has an FDOT User Id account or an ISA, leave the default as Yes.

d. **User** – The information needed will change from First Name and Last Name to a field where you can supply a full or partial name. Type in a full or partial name. Select the appropriate user from the list.

e. **Phone Type** – Select Office, Cell or Fax.

f. **Number** – Enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.

g. **Extension** – if an extension is included as part of the phone number, enter it here.

h. **Is Primary** – If additional numbers are provided, select this indicator to designate which is the primary number.

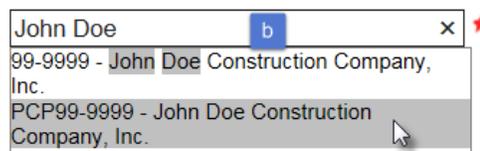
i. **+** – If more than one phone number is needed, click on the + option to add another phone number.

j. **Email** – Enter an email for the contact person so that email notifications can be sent.

### ***Is Associated to Another Facility***

Select this option if the production facility is associated to another production facility at the same physical location that has a different production facility identifier. For example, a prestressed concrete production facility may have a structural concrete production facility at the same location. The structural concrete production facility would be the associated facility to the structural concrete production facility (and vice versa).

Is Associated to Another Facility



The screenshot shows a search input field containing the text "John Doe" with a blue highlight under the word "Doe". To the right of the input field is a red star icon. Below the input field is a dropdown menu with two options: "99-9999 - John Doe Construction Company, Inc." and "PCP99-9999 - John Doe Construction Company, Inc.". The second option is highlighted with a grey background and a mouse cursor is pointing at it.

a. Select the Is Associated to Another Facility checkbox.

b. Type in the company name or facility id for the associated facility.

c. Select the appropriate facility to populate the field.

**NOTE:** Selecting this field will bring in the Physical Location and Mailing Address fields from the associated production facility profile. You won't need to reenter this information.

## Physical Location

Fill out Physical Location as follows:

### Physical Location

Is Mobile?

 a

Address Line 1

 b \*

Latitude

 c

Longitude

 d

Address Line 2

 e

City

 f \*

County

 g \*

State

 h

Zip Code

 i \*

Country

 j

a. **Is Mobile** – If the production facility is a mobile operation select the "Is Mobile?" indicator.

**NOTE:** This is not the same as a portable plant. In most cases, portable plants are set up and remain in one location for long periods of time. The location of the portable plant at each location needs to be designated in MAC. Selecting "Is Mobile?" means there is no physical address associated to the plant. If you need to record the physical location, even on a portable plant, do not select "Is Mobile?".

b. **Address Line 1** – Enter the physical address of the production facility location.

c. **Latitude** – Enter the latitude for the production facility to six decimal places.

d. **Longitude** – Enter the longitude for the production facility to six decimal places.

e. **Address Line 2** – If an additional line is needed; for example Suite Number or Box Number, include this in Address Line 2. Do not include this type of information in Address Line 1.

f. **City** – Enter the City where the production facility is located.

g. **County** – if the production facility is located in Florida, select the county where the production facility is located. If a state other than Florida is selected, this field defaults to Out of State.

h. **State** – This field defaults to Florida. If the production facility is in another state, change the state from Florida to the appropriate state where the production facility is located.

i. **Zip Code** – Enter the zip code where the production facility is located.

j. **Country** – This field defaults to USA. If the production facility is in another country, select the country where the production facility is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.

## Mailing Address

Enter the mailing address information as follows:

**Mailing Address**  Same as Physical

a

Address Line 1  b \*

Address Line 2  c

City  d \*

State  e ▼

Zip Code  f \*

Country  g ▼

a. **Same as Physical** – If the mailing address and physical address are the same, click on the Same as Physical check box. MAC will complete the rest of the information based on the information provided in Physical Address.

b. **Address Line 1** – Enter the physical address of the production facility location.

c. **Address Line 2** – If an additional line is needed; for example Suite Number or Box Number, include this in Address Line 2. Do not include this type of information in Address Line 1.

d. **City** – Enter the City where the production facility is located.

e. **State** – This field defaults to Florida. If the production facility is in another state, change the state from Florida to the appropriate state where the production facility is located.

f. **Zip Code** – Enter the zip code where the production facility is located.

g. **Country** – This field defaults to USA. If the production facility is in another country, select the country where the production facility is located. If another country is selected, the County field changes to Out of State and the State field change to Out of Country.

4. To save it in MAC, click on the Create option.

Create

The top of the screen will appear green with the message “Create Lab Profile successful.

Create Production Facility was successful

If any missing required fields are not provided an error message listing the required fields will appear and the required fields in each section will be highlighted in red.

**NOTE:** The users permitted to view the production facility profile and any information associated to the profile, are users on the company profile of the production facility with Facility Profile Manager role and users with system roles of Program Maintenance User or higher.

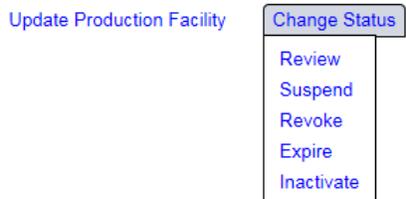
## B. Updating an Existing Production Facility Profile

Once the production facility profile is created, it is the responsibility of the production facility profile manager to make changes to an existing profile except for QC Manager and QC Plan updates. The FDOT QC Program Coordinator should not update the production facility profile information for the production facility profile manager.

## C. Changing a Production Facility Status for Aggregate Production Facilities

For aggregate mines and terminals, the production facility status is not dependent on the QC Plan status. The production facility status is the status that is reported on the FDOT Production Facility Listing.

To update the status of an aggregate production facility:



1. Select the Change Status option.
2. Select the appropriate status:
  - a. Review – QC Plan and data are under review. Department inspection is pending.
  - b. Suspend – The production facility is restricted from shipping all products for use on Department contracts for a minimum of 30 days, maximum of 90 days.
  - c. Revoke – The production facility is prohibited from shipping or certifying aggregates for Department use or Department projects for minimum of six months.
  - d. Expire – The production facility and existing material is closed and removed from approved list. The facility must reapply for approval to be taken out of expired status.
  - e. Inactivate – The production facility temporarily requests to stop shipping and QC testing all products.

## D. Changing a Production Facility Status for Non-Structural Concrete Production Facilities

For non-structural concrete production facilities, the production facility status is independent of the QC Plan status because non-structural concrete is not a QC Program material and no QC Plan is required.

To update the status of a non-structural concrete production facility:



1. Select the Change Status option.
2. Select the appropriate status:
  - a. Suspend – The production facility is suspended from providing non-structural concrete to FDOT contracts.
  - b. Approve – The production facility is approved to provide non-structural concrete to FDOT contracts.
  - d. Expire – The production facility is closed and removed from approved list.
  - e. Inactivate – The production facility temporarily requests to stop shipping to FDOT contracts.

## Chapter 2 - Maintaining a Production Facility Profile

Now that the production facility profile is created, there are areas on the profile that the QCP Coordinator is responsible to maintain.

### A. Profile Managers

The QCP Coordinator should not update the Profile Manager information. This is the responsibility of the facility profile manager and can also be updated by the company profile manager.

### B. Contacts - Contact Person

The QCP Coordinator should not update the Contact Person information. This is the responsibility of the facility profile manager and can also be updated by the company profile manager.

### C. Contacts - QC Manager

The QCP Coordinator must update the QC Manager information. This is typically revised due to a new QC Plan or a QC Plan addendum.

To update The QC Manager:



1. Select the Update option.

An Update dialog box will appear.

A screenshot of a software dialog box titled "Update". The dialog box contains several fields: "Does this person have an FDOT User Id?" with radio buttons for "Yes" (labeled 'a') and "No"; a "User" text field containing "Susan Musselman" (labeled 'b'); "Phone Type" dropdown menu set to "Office" (labeled 'c'); "Number" text field containing "(555) 111-2222" (labeled 'd'); "Extension" text field (labeled 'e'); "Is Primary" radio button (labeled 'f') and a "+" button (labeled 'g'); and an "Email" text field containing "smuss@jdoeconst.net" (labeled 'h'). A "Save" button is located at the bottom right of the dialog box.

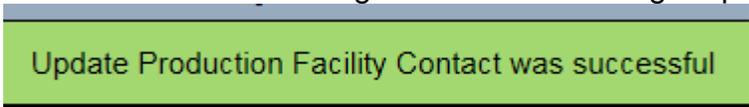
2. Update the information as follows:

a. **Does this person have an FDOT User Id** = No – The QC Manager does not need to have MAC access so they may not have an account for MAC. If the QC Manager does not have an FDOT User Id account or an ISA, change this default to No.

b. **First Name and Last Name** - provide the first and last name of the QC Manager in these fields.

A form snippet showing three fields. The first field is "Does this person have an FDOT User Id?" with radio buttons for "Yes" and "No" (labeled 'a'). The second field is "First Name" (labeled 'b') with a red star icon to its right. The third field is "Last Name" (labeled 'b') with a red star icon to its right.

- a. **Does this person have an FDOT User Id = Yes** – if the QC Manager has an FDOT User Id account or an ISA, leave the default as Yes.
  - b. **User** – The information needed will change from First Name and Last Name to a field where you can supply a full or partial name. Type in a full or partial name. Select the appropriate user from the list.
  - c. **Phone Type** – Select Office, Cell or Fax.
  - d. **Number** – Enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.
  - e. **Extension** – if an extension is included as part of the phone number, enter it here.
  - f. **Is Primary** – If additional numbers are provided, select this indicator to designate which is the primary number.
  - g. **+** – If more than one phone number is needed, click on the + option to add another phone number.
  - h. **Email** – Enter an email for the QC Manager so that email notifications can be sent.
3. Click on the Save option to save the changes.  
 You will receive a message that the QC Manager update was successful.



D. Contacts - Others

The QCP Coordinator and the facility profile manager can add other contacts to the facility in this area. It is intended to record contact information for other personnel related to the facility that are not the facility profile manager, the QC Manager or the contact person. An example is the QC Technician or QC Manager's assistant.

**Adding a contact to the Others section:**  
**Others**

[Add Other](#)

1. Select the Add Other option.  
An Add Other dialog box will appear.
2. Complete the information as follows:

a. **Does this person have an FDOT User Id** = No – The other contact does not need to have MAC access so they may not have an account for MAC. If this person does not have an FDOT User Id account or an ISA, change this default to No.

b. **First Name and Last Name** - provide the first and last name of the other contact in these fields.

Does this person have an FDOT User Id?  Yes  No **a** First Name  **b** Last Name  **\***

a. **Does this person have an FDOT User Id = Yes** – if the other contact has an FDOT User Id account or an ISA, leave the default as Yes.

b. **User** – The information needed will change from First Name and Last Name to a field where you can supply a full or partial name. Type in a full or partial name. Select the appropriate user from the list.

c. **Phone Type** – Select Office, Cell or Fax.

d. **Number** – Enter the phone numbers including area code. MAC will format the numbers to (XXX) XXX-XXXX.

e. **Extension** – if an extension is included as part of the phone number, enter it here.

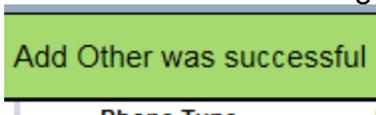
f. **Is Primary** – If additional numbers are provided, select this indicator to designate which is the primary number.

g. **+** – If more than one phone number is needed, click on the + option to add another phone number.

h. **Email** – Enter an email for the other contact Manager so that email notifications can be sent.

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

You will receive a message that the other contact was successfully added.



### Updating an existing Other Contact:



1. Select the Update option.

An Update dialog box will appear.

2. Make revisions to the data as described in the add contact information above.

3. Select the Save option to save the changes.

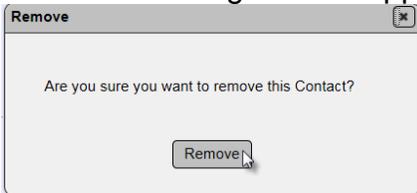
You will receive a message that the contact was updated successfully.

Update Production Facility Contact was successful

**Removing an existing Other contact:**

Update Remove

1. Select the Remove option.  
A Remove dialog box will appear.



2. Select Remove to remove the other contact.  
You will receive an error message that the contact was removed successfully.

Delete Production Facility Contact was successful

#### E. Locations

The QCP Coordinator should not update the Locations information. This is the responsibility of the facility profile manager and can also be updated by the company profile manager.

## Chapter 3 - Deleting a Production Facility Profile

There is an option to delete a production facility profile. This option does not appear:

- If the production facility is assigned on a Contractor QC Plan
- If there are mix designs assigned to the production facility
- If there are products assigned to a production facility
- If a product on a production facility is assigned to a mix design

Using the delete option in MAC deletes the record and its history. It is not recommended to delete production facility profiles from MAC. Because there is information on the profile related to the history of the production facility, including information reported to the Department of Justice, please do not delete a production facility, even if it goes out of business. Deleting the production facility also allows the facility identifier to be reused, which is not desirable for long term reporting purposes.

If you think a production facility needs to be deleted, contact the MAC Application Coordinator before proceeding.

## Chapter 4 - Producer Quality Control Plans

By direction of the Director, Office of Materials and the District Materials and Research Engineers, the QCP Coordinator is responsible for updating the production facility profile with the latest accepted Quality Control Plan (QC Plan) in MAC. Drafts of QC Plans or addendums are processed outside of MAC and when the acceptance process is complete, the plan or addendums are added to the production facility profile.

**NOTE:** All production facility profiles have the QC Plan tab on the profile as a standard feature in MAC. The documents attached under the QC Plan tab are automatically stored in the FDOT EDMS system. They are not stored in the same location as QC Plans that were manually entered into MDMS under QC program document group and QC Plan document type.

**NOTE:** Aggregate mines and terminals have a QC Plan and QC Plan status, but the status of the QC Plan does not impact the production facility status.

**NOTE:** Non-structural concrete plants do not have a QC Plan because non-structural concrete is not a material under the QC Program. **DO NOT** request a Producer QC Plan for a non-structural facility. **DO NOT** attach documents to the QC Plan tab for non-structural concrete plants. Any documents that are attached to a non-structural concrete production facility profile under the QC Plan tab will be purged.

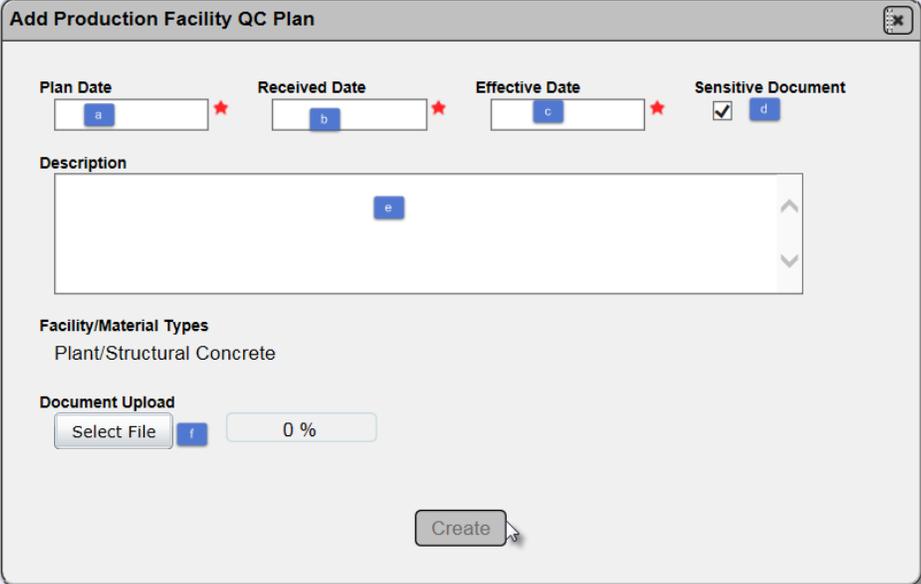
### A. Adding a Producer QC Plan to a Production Facility Profile

To add a QC Plan:

 [Add Production Facility QC Plan](#)

1. Select the Add Production Facility QC Plan option.

An Add Production Facility QC Plan dialog box will appear.



**Add Production Facility QC Plan**

Plan Date  ★    Received Date  ★    Effective Date  ★    Sensitive Document  d

Description  e

Facility/Material Types  
Plant/Structural Concrete

Document Upload  
Select File  f    0 %

Create

2. Complete the information as follows:

a. **Plan Date** – Enter the date the QC Plan is dated.

b. **Received Date** – Enter the date the QC Plan was received by the DMRO or SMO from the production facility.

c. **Effective Date** – Enter the date the QC Plan is accepted/approved and becomes effective.

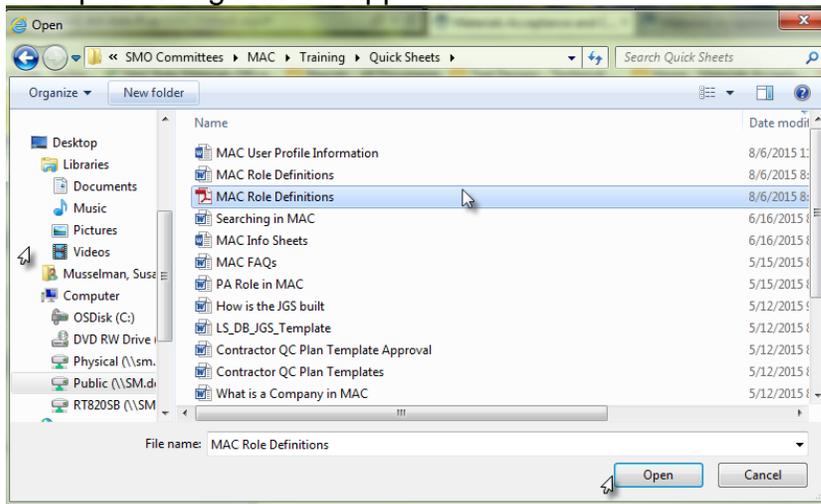
d. **Sensitive Document** – This indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the QC Plan. Do not deselect unless your review of the QC Plan shows that there is no sensitive information in the QC Plan and the Producer has indicated that they do not consider the plan to be sensitive.

e. Description – Enter a description of the document, if desired.

f. Select File – Select this option to navigate to the QC Plan file location. The file should be in pdf format and one document including all pages, attachments, illustrations, etc.

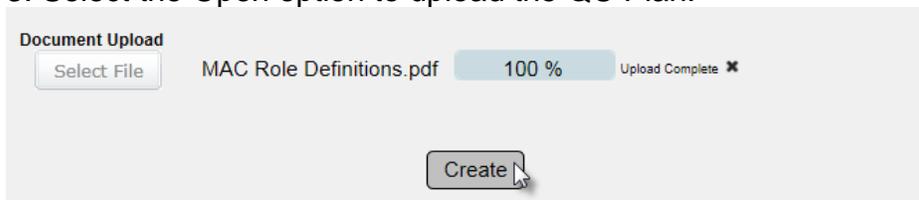
1. Click on Select File.

An Open dialog box will appear.



2. Navigate to the file location where you stored the QC Plan on your computer or network.

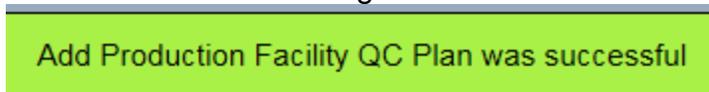
3. Select the Open option to upload the QC Plan.



The Add Production Facility QC Plan dialog box will show that the upload is 100% complete.

4. Select the Create option to add the QC Plan to the production facility profile.

You will receive a message that the QC Plan was added successfully.



The QC Plan will now appear under the QC Plan Tab with a status of In Review.

Type	Plan Date	Received Date	Information Requested Date	Information Received Date	Status [Effective Date]	Description	Proprietary Document
<b>Plant/Prestressed Concrete Products</b>							
QC Plan	9/1/2015	9/3/2015			In Review [9/7/2015]		✓ <a href="#">View Document</a> <a href="#">Plan Actions</a>

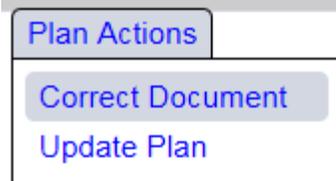
Showing 1 to 1 of 1

## B. QC Plan Actions

Now that the QC Plan has been added, you have the ability to record plan actions, such as suspending the QC Plan or inactivating the QC Plan.

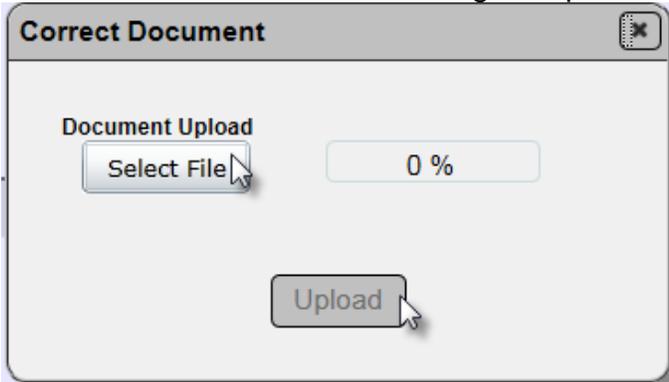
### ***Correcting a QC Plan Document***

If you inadvertently uploaded the wrong document, the Correct Document option will allow you to replace the incorrect document with the correct document.



1. Select the Correct Document option.

A Correct Document dialog box will appear. The only action is to reupload a document. The dates and other information from the original upload are still in effect.



2. Click on the Select File options and follow the instructions for navigating to the correct file as described above.

When the file is uploaded, the document name will appear with 100% upload complete and the Upload option will become available.

3. Click on the Upload option to correct the document.

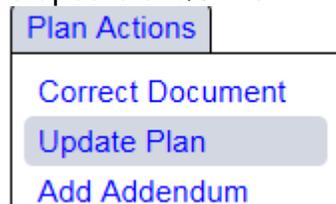
You will receive a message that the upload was successful.



## Updating a QC Plan

Updating a QC Plan is used when the QC Plan information needs to be revised, but a different plan does not need to be uploaded.

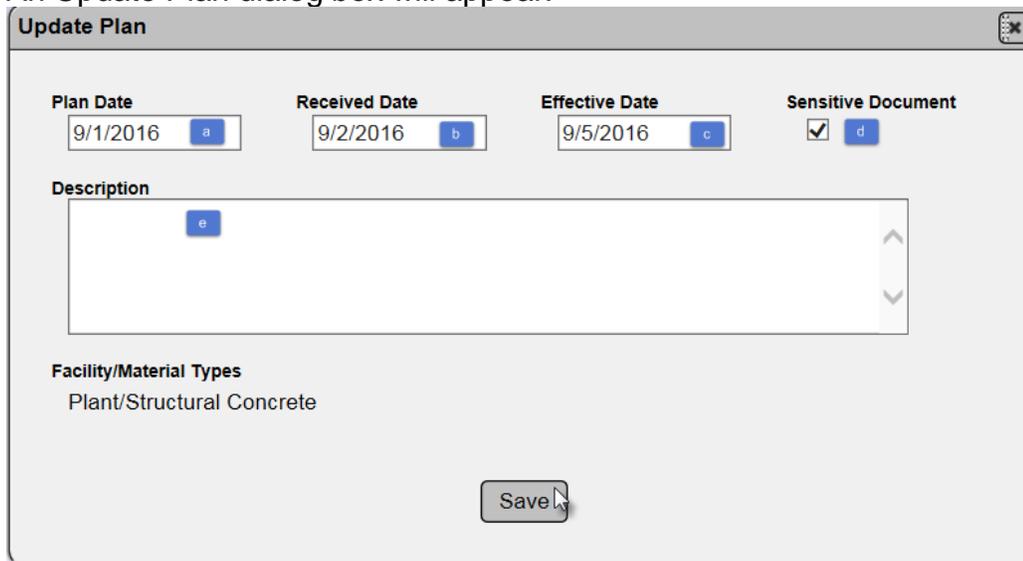
To update a QC Plan:



A dropdown menu titled "Plan Actions" is shown. It contains three options: "Correct Document", "Update Plan" (which is highlighted with a grey background), and "Add Addendum".

1. Select the Update Plan option.

An Update Plan dialog box will appear.



The "Update Plan" dialog box is shown. It has a title bar with the text "Update Plan" and a close button. The dialog contains the following fields and controls:

- Plan Date:** A text box containing "9/1/2016" with a small blue button labeled "a" to its right.
- Received Date:** A text box containing "9/2/2016" with a small blue button labeled "b" to its right.
- Effective Date:** A text box containing "9/5/2016" with a small blue button labeled "c" to its right.
- Sensitive Document:** A checkbox that is checked, with a small blue button labeled "d" to its right.
- Description:** A large text area with a small blue button labeled "e" inside it.
- Facility/Material Types:** A text box containing "Plant/Structural Concrete".
- Save:** A button at the bottom center of the dialog.

2. Change the information:

a. **Plan Date** – Enter the date the QC Plan is dated.

b. **Received Date** – Enter the date the QC Plan was received by the DMRO or SMO from the production facility.

c. **Effective Date** – Enter the date the QC Plan is accepted/approved and becomes effective.

d. **Sensitive Document** – This indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the QC Plan. Do not deselect unless your review of the QC Plan shows that there is no sensitive information in the QC Plan and the Producer has indicated that they do not consider the plan to be sensitive.

e. **Description** – Enter a description of the document, if desired.

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

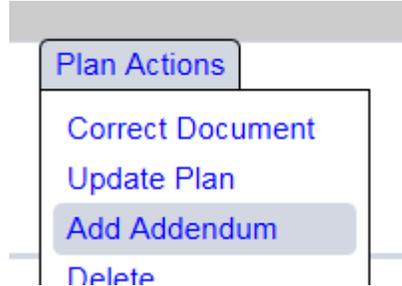
You will receive a message that the update was successful.

Update Production Facility QC Plan was successful

## Adding an Addendum

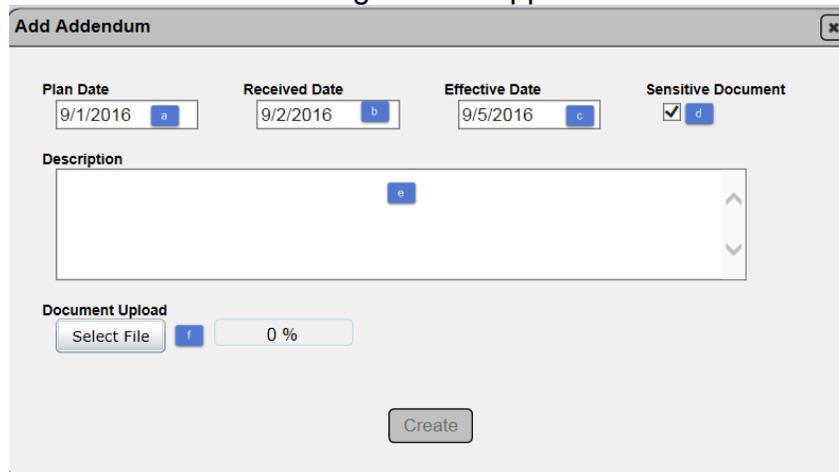
Addendums are added when addendums for the current accepted QC Plan are received, reviewed and accepted.

To add an addendum:



1. Select the Add Addendum option.

An Add Addendum dialog box will appear.

A screenshot of the "Add Addendum" dialog box. It has a title bar with "Add Addendum" and a close button. The form contains several fields: "Plan Date" with a date picker set to 9/1/2016 and a small blue square labeled 'a'; "Received Date" with a date picker set to 9/2/2016 and a small blue square labeled 'b'; "Effective Date" with a date picker set to 9/5/2016 and a small blue square labeled 'c'; and "Sensitive Document" with a checked checkbox and a small blue square labeled 'd'. Below these is a "Description" field with a text area and a small blue square labeled 'e'. At the bottom left is a "Document Upload" section with a "Select File" button, a small blue square labeled 'f', and a progress indicator showing "0 %". A "Create" button is at the bottom center.

2. Complete the information as follows:

a. **Plan Date** – because the addendum is an add-on to an already approved QC Plan, the plan date defaults to the QC Plan plan date. Change the Plan date to the date on the Addendum.

b. **Received Date** – Enter the date the addendum was received

c. **Effective Date** – Enter the date the addendum was accepted

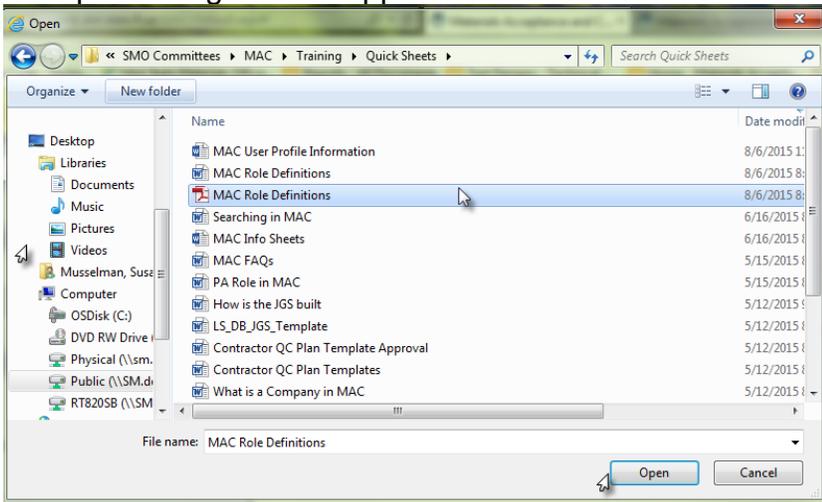
d. **Sensitive Document** – this indicator defaults to selected. The selection of the indicator triggers additional programming that secures the ability for users to view the QC Plan. Do not deselect unless your review of the QC Plan shows that there is no sensitive information in the QC Plan and the Producer has indicated that they do not consider the plan to be sensitive.

e. **Description** – Enter a description of the document, if desired.

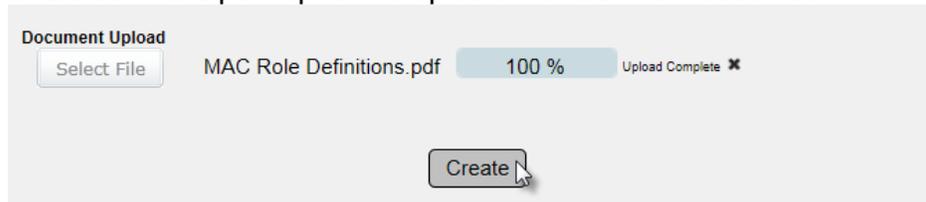
f. **Select File** – Select this option to navigate to the QC Plan file. For an addendum, it should be in pdf format and include the pages only for the addendum.

1. Click on Select File.

An Open dialog box will appear.



2. Navigate to the file location where you stored the QC Plan addendum on your computer or network.
3. Select the Open option to upload the QC Plan addendum.



- The Add Addendum dialog box will show that the upload is 100% complete.
4. Select the Create option to add the QC Plan to the production facility profile.

You will receive a message that the QC Plan was added successfully.

Add Production Facility QC Plan Addendum was successful

The addendum will appear with its own Status and Actions.

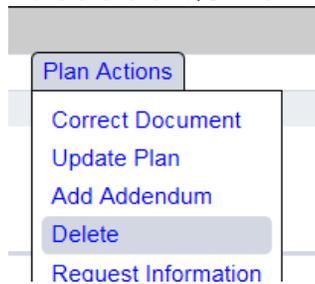
Type	Plan Date	Received Date	Information Requested Date	Information Received Date	Status [Effective Date]	Description	Proprietary Document
<b>Plant/Prestressed Concrete Products</b>							
QC Plan	9/1/2015	9/4/2015			In Review [9/7/2015]		✓ View Document Plan Actions
Addendum	9/1/2015	9/4/2015			In Review [9/10/2015]		✓ View Document Addendum Actions

Showing 1 to 2 of 2

## Deleting a QC Plan

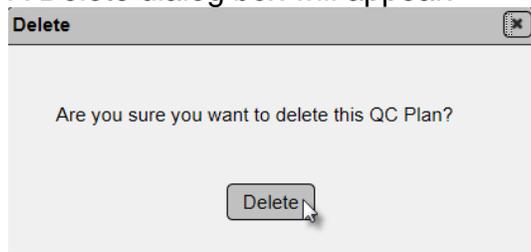
**NOTE:** Deleting a QC Plan will affect the Production Facility status.

To delete a QC Plan:



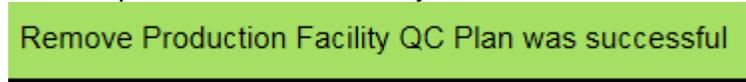
1. Select the Delete option.

A Delete dialog box will appear.



2. Select Delete to delete the QC Plan.

The QC Plan will be deleted from the production facility profile. You will receive a message that the QC plan was successfully deleted.



The production facility status for all production facilities except those with a material type of Aggregate or Non-structural concrete will be changed to Under Review.

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]	<a href="#">Update Production Facility</a>	<a href="#">Delete Production Facility</a>
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	Under Review [7/9/2015]		

Facility/Material Turnee

## Requesting Information

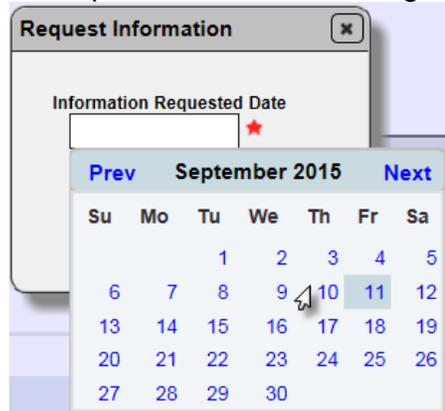
Under the QC Program, the DMRO or SMO may request information or request the production facility respond to a Department request. Under the QC Program requirements, production facility response time is a possible reason for suspension. The Request Information date field functionality was requested by the Director, Office of Materials and the District Materials and Research Engineers in conjunction with tracking production facility response time. This date starts the turnaround time clock. Another date is entered to end it. The difference between these two dates will be used to track response times.

To enter the date the information was requested and start the turnaround time clock:

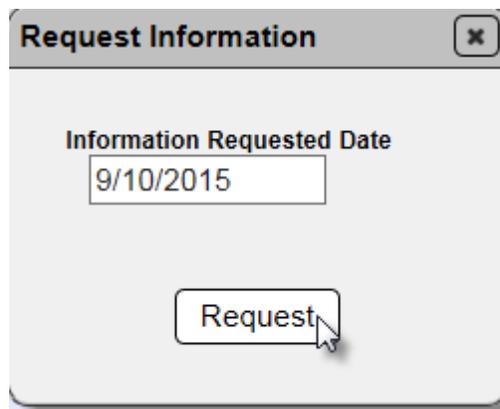


1. Select the Request Information option.

A Request Information dialog box will appear. It defaults to the current date selected.



3. Select the date when the information was requested or the producer was notified of a needed response to FDOT.



4. Select the Request option to enter the date into the system.

You will receive a message that the date was added.



The Information Requested Date will appear on the QC Plan record.

Type	Plan Date	Received Date	Information Requested Date	Information Received Date	Status [Effective Date]	Description
<b>Plant/Prestressed Concrete Products</b>						
QC Plan	9/1/2015	9/2/2015	9/10/2015		In Review [9/3/2015]	

Showing 1 to 1 of 1

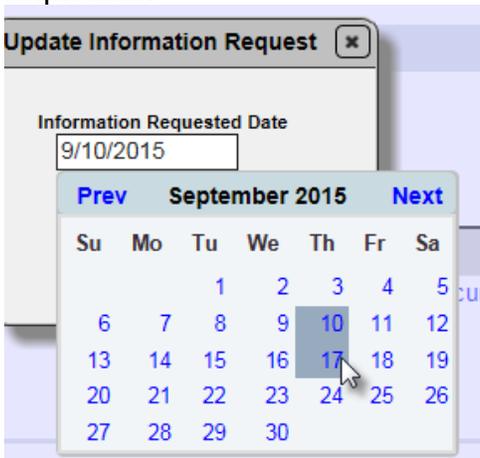
### Updating the Information Requested Date

If you made a data entry error in the Information Requested Date, or you need to change it, you can use the update information date option to revise the date.

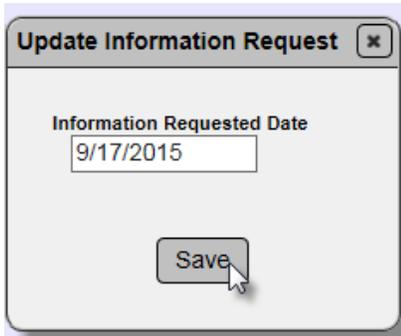
Information Requested Date	Information Received Date	Status [E]
9/10/2015		In Review

1. Select the Update Information Request option (  ).

An Update Information Request dialog box will appear with the date the information was originally requested.



2. Revise the date as needed.



3. Select the Save option to save the new date.

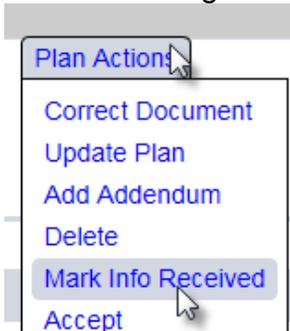
You will receive a message that the date was revised successfully.

Update Quality Control Plan Information Request was successful

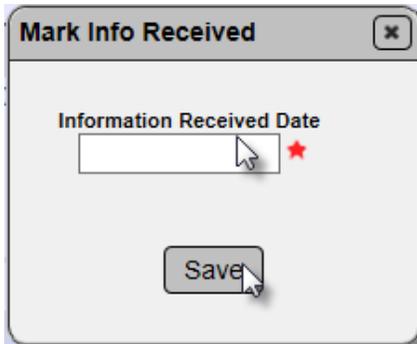
### ***Acknowledging Requested Information Received***

When the QCP Coordinator designates an Information Requested Date, the follow up action is to denote in MAC when the requested information was received or the requested action was performed. This stops the turnaround time and designates the number of days it took the production facility to respond.

To acknowledge the information was received or request was responded to:



1. Select the Plan Actions option.
2. Select the Mark Info Received option.



3. Enter the date the information was received or use the calendar feature to select it.
4. Select the Save option to save the date and designate the end of the turnaround time.

You will receive a message that the response time was marked complete.

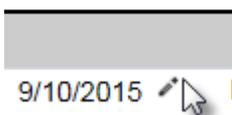
Mark Response Received for Production Facility QC Plan was successful

### ***Updating the Information Received Date***

If you made a data entry error in the Information Received Date, or you need to change it, you can use the update information date option to revise the date.

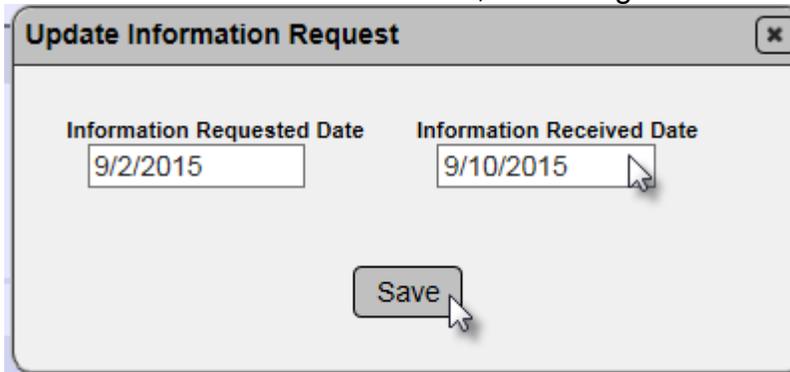
Information

Received Date



1. Select the Update Information Request option (  ).

Now that both dates are recorded, the dialog box allows you to revise either date.



2. Revise the date(s) as needed.

3. Select the Save option to save the new date.

You will receive a message that the date was revised successfully.

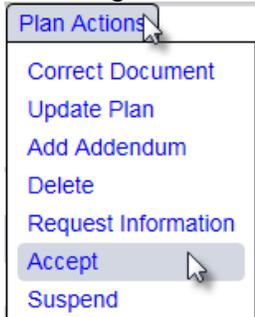
Update Quality Control Plan Information Request was successful

## Designating the QC Plan as Accepted

In most cases, in order to designate the production facility status as acceptable, the QC Plan must be designated as Accepted.

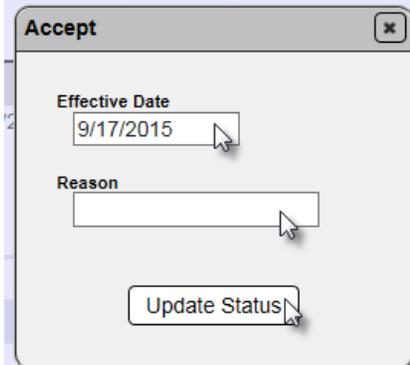
**NOTE:** For aggregate mines and terminals and non-structural concrete plants this does not apply.

To designate a QC Plan as Accepted:



1. Select the Plan Actions option.
2. Select the Accept option.

An Accept dialog box will appear.



2. Enter the effective date the acceptance will begin.
3. The Reason field is optional. Enter a reason, if desired.
4. Select the Update Status option to designate the QC Plan as Accepted.

You will receive a message that the QC Plan was updated to Accepted successfully.

Approve Production Facility QC Plan was successful

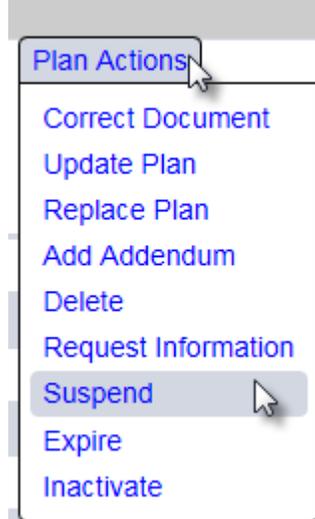
The production facility status will be revised to QC Plan Accepted for the material type of the QC Plan except for aggregate and non-structural concrete production facilities.

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Accepted for Prestressed Concrete Products [9/17/2015]

Facility/Material Types

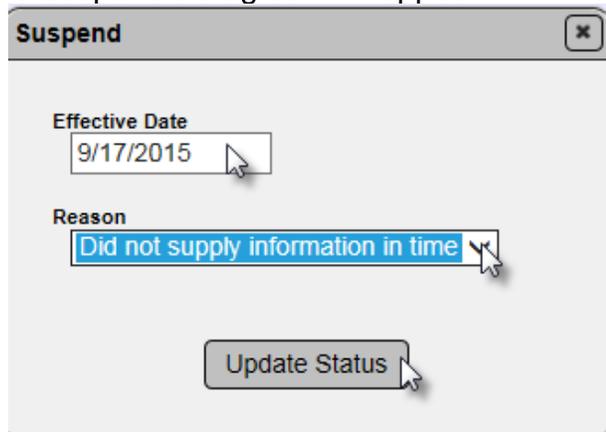
## Suspending the QC Plan

To designate a QC Plan as suspended:



1. Select the Plan Actions option.
2. Select the Suspend option.

A Suspend dialog box will appear.



3. Enter the Effective Date that the Suspension begins.
4. A Reason is required. Select the Reason for the Suspension from the drop down list.
5. Select the Update Status option to suspend the QC Plan.

You will receive a message that the QC Plan was suspended.

Suspend Production Facility QC Plan was successful

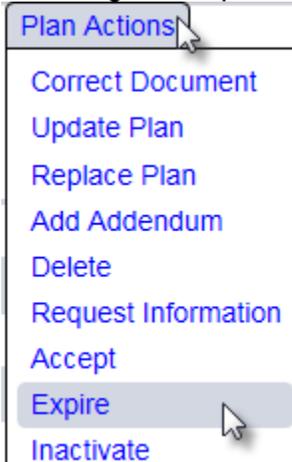
The production facility status will be revised to QC Plan Suspended for the material type of the QC Plan except for aggregate and non-structural concrete production facilities.

[Update Proc](#)

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]
PCP99-9999	<a href="#">John Doe Construction Company, Inc.</a>		SMO	District 2	<a href="#">QC Plan Suspended for Prestressed Concrete Products [9/16/2015]</a>

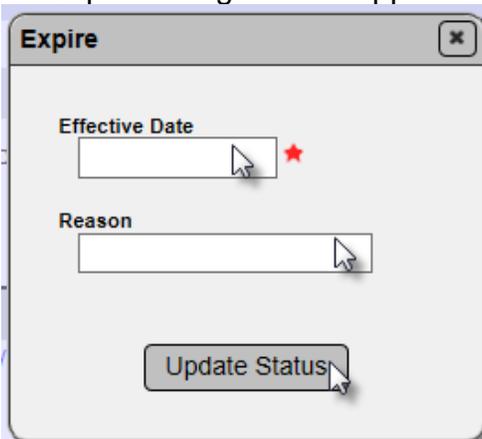
## Expiring a QC Plan

To designate a production facility as expired:



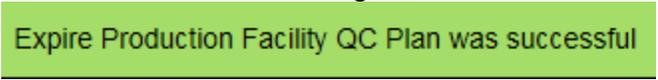
1. Select the Plan Actions option.
2. Select the Expire option.

An Expire dialog box will appear.



3. Enter an Effective date the expiration took place.
4. The Reason field is optional. Enter a reason, if desired.
5. Select the Update Status option to designate the QC plan and Facility as Expired.

You will receive a message that the QC Plan was expired.



The production facility status will be revised to QC Plan Expired for the material type of the QC Plan except for aggregate and non-structural concrete production facilities.

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]	Update f
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Expired for Prestressed Concrete Products [9/17/2015]	

Facility/Material Types

The production facility will no longer be listed on the Production Facility Listing report.

## Inactivating the QC Plan

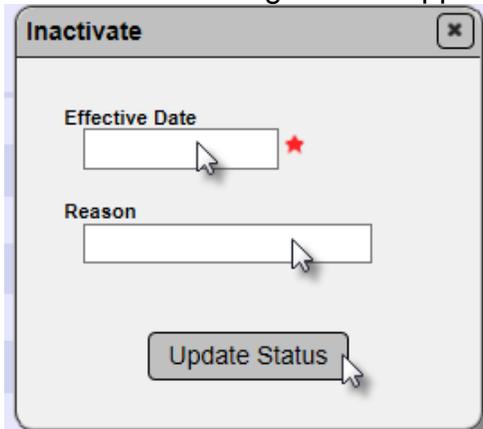
When a production facility does not wish to produce for FDOT contracts, the QC Plan status should be designated as Inactive.

To inactivate a QC Plan:



1. Select the Plan Actions option.
2. Select the Inactivate option.

An Inactivate dialog box will appear.



3. Enter an Effective date the inactivation is to begin.
4. The Reason field is optional. Enter a reason, if desired.
5. Select the Update Status option to designate the QC plan and Facility as Inactive.

You will receive a message that the QC Plan was inactivated.

Inactivate Production Facility QC Plan was successful

The production facility status will be revised to QC Plan Inactivated for the material type of the QC Plan except for aggregate and non-structural concrete production facilities.

[Update F](#)

Facility Identifier	Company	Description	Managing District	Geographic District	Status [Effective Date]
PCP99-9999	John Doe Construction Company, Inc.		SMO	District 2	QC Plan Inactivated for Prestressed Concrete Products [9/17/2015]

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## Chapter 5 - Products

The next tab on the production facility profile is the Products tab. Most production facilities do not have products assigned. The State Materials Office QCP Coordinators are responsible for assigning all products to production facilities. The exception is recycled asphalt pavement products assigned to asphalt plants which are managed by the DMRO Asphalt QCP Coordinators. For additional information on product management, see the **Product Management Manual** supplemental information.

## Chapter 6 - Mix Designs (Asphalt)

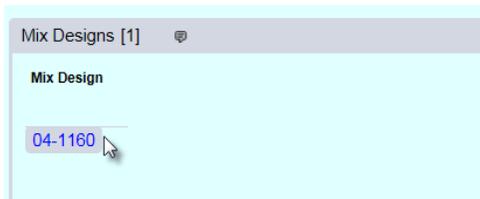
For asphalt production facilities, the mix design assignment is not made on the production facility profile. Asphalt Program Maintenance Users assign the asphalt mix designs to the production facility in the Mix Design module and any asphalt mix designs will appear on the mix design tab.

**NOTE:** Mix designs can only be viewed by users with DMRO Asphalt, DMRO Concrete, SMO Asphalt, SMO Concrete or users with mix design access on the company profile that mix design belongs to. If you do not have access to the Mix Design module, the mix designs under the mix design tab on a production facility will not be visible.

**NOTE:** Concrete mix designs are not assigned to production facilities in the Mix Design module. They are associated to production facilities through the Contractor QC Plan. If a concrete mix design is associated to a production facility through a Contractor QC Plan, it will appear on the Mix Design tab on a production facility.

### A. Viewing Mix Designs

To view a mix design to a production facility:



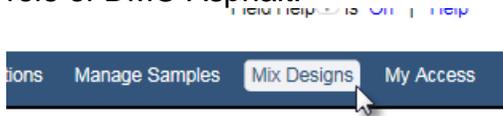
1. Click on the mix design number link.

The Mix Design module record for that mix design will appear.

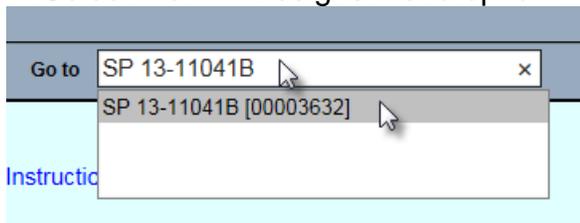
Mix Design Number	Request Number	Mix Design Type	Spec. Version	Category	Managing District	Current Status	Update Special Use Instructions	Update Dates	Update Status	Open for Corrections	Copy	View for Print
1103-PZ-1	00000198	Concrete	1002 - STRG Test 1, Mix Design [12345], v1.0	SP-4.75/TL-A	District 1	Approved						
Owning Company	Qualification Area	Mix Designer	Created By									
1002 - PZ - A	PCI Quality Control Personnel Level III		Preeti Zutshi									
Effective Date	Expiration Date	Review Date										
11/3/2015	11/3/2016	11/3/2017										
Transferable												
Yes												
Mass Concrete	Hot Weather Flag	Environment Code										
No	Yes	Extremely Aggressive										
Light Weight Aggregate												
No												
Aggregate Correction	Designed Air Content											
	55.0											
Special Use Instructions												
Approval Sample	Verification Sample											

## B. Assigning Asphalt Mix Designs to Production Facilities

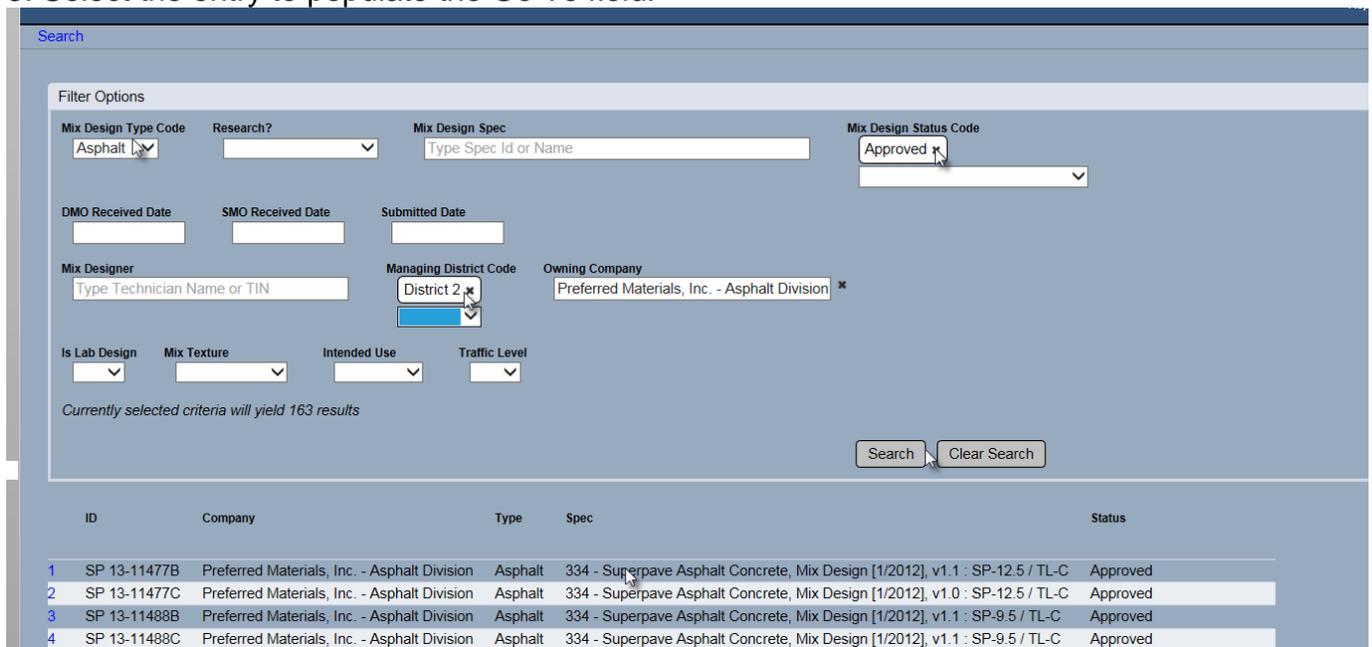
The users assigning the asphalt mix designs to asphalt production facilities must have the MAC role of DMO Asphalt.



1. Select the Mix Designs Menu option.

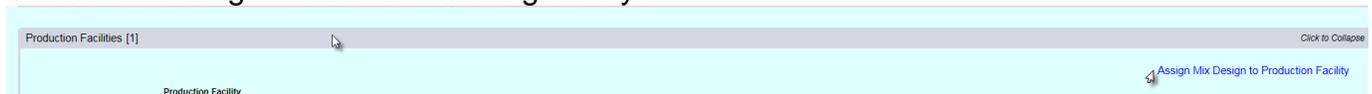


2. If you know the mix design number you wish to assign, enter it in the Go To field.
3. Select the entry to populate the Go To field.



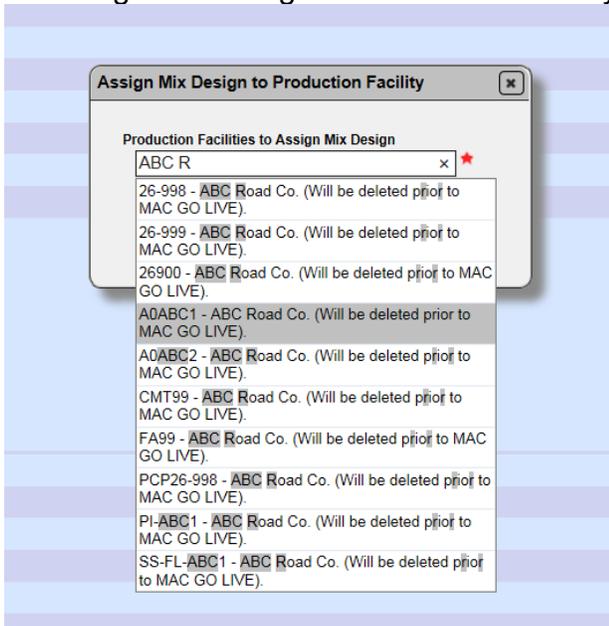
4. If you don't know the mix design number, select the Search option.
5. Populate the search field with filter options that will narrow down the listing.
6. Select the Search option.
7. Select the specific entry from the search results.

You will be navigated to the mix design entry.



8. Click on the Production Facilities tab to expand it.
9. Click on the Assign Mix Design to Production Facility option.

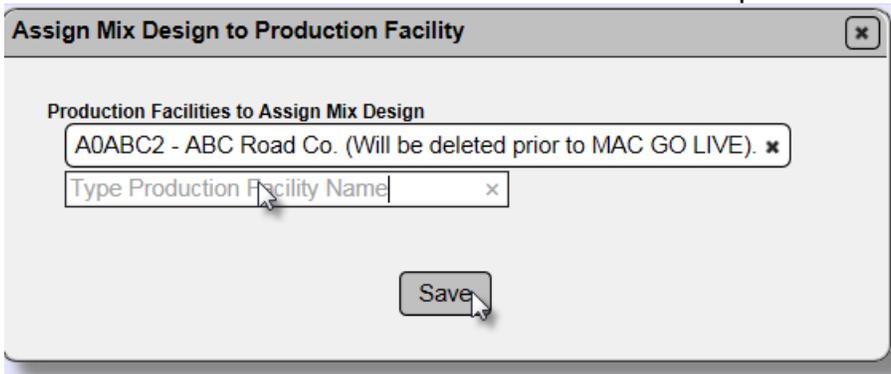
An Assign Mix Design to Production Facility dialog box will appear.



10. Enter the production facility id or description in the Production Facilities to Assign Mix Design field.

11. Select the appropriate facility to populate the field.

An additional field will be added to allow for another production facility to be assigned.



12. Continue adding production facilities until the assignments are complete.

13. Select the Save option to save the entries.

**NOTE:** At sample life cycle, there is programming that restricts the user from entering a mix design on a production facility that is not assigned in this process. If users report that they are unable to enter samples, the DMO Asphalt user will need to update the production facility to allow the mix design to be used on a sample login.

## Chapter 7 - Documents and Comments on the Production Facility Profile

Documents and comments are standard features on every area in MAC. For production facilities, the documents tab is not to be used for QC plan related documentation, except for QC stamps for prestressed and precast production facilities.

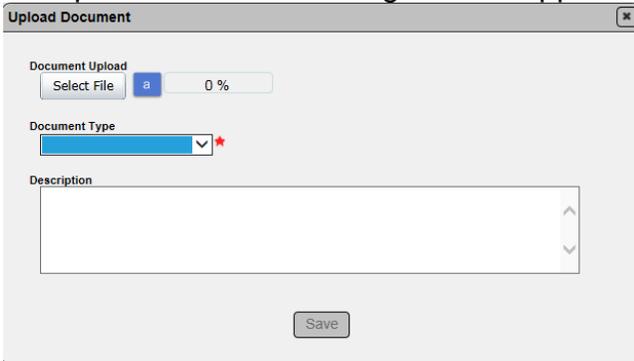
### A. Adding Documents to a Production Facility Profile

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



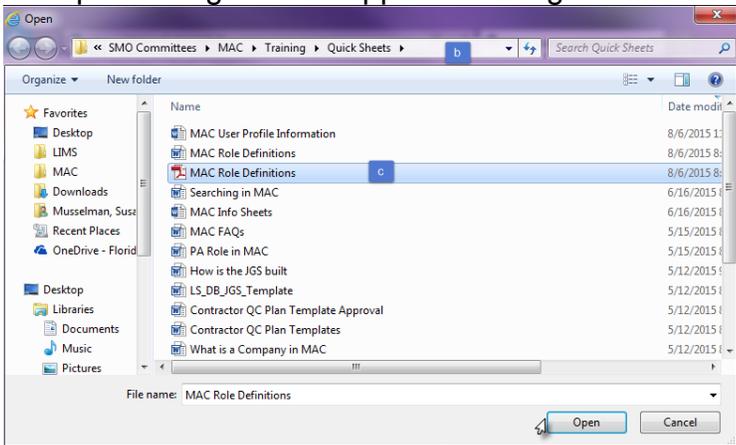
1. Click on the Upload Document option.

An Upload Document dialog box will appear.



a. Click on the Select File option.

An Open dialog box will appear to navigate to the file you wish to upload.

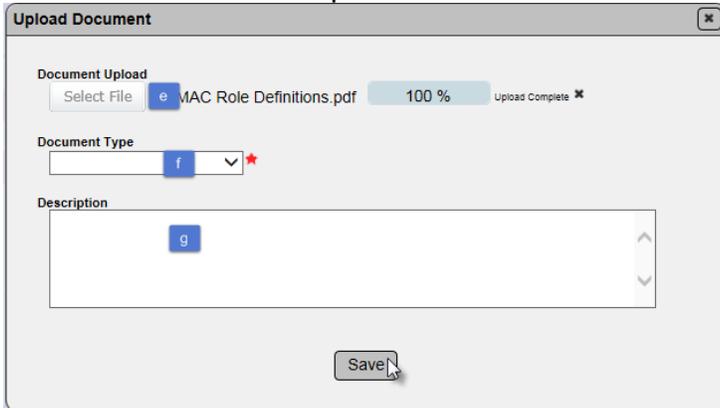


b. Navigate to the location where the file is stored.

c. Select the file you wish to upload.

d. Click on the Open option.

The document will be uploaded to MAC.



- e. The Select File option will be grayed out when the document upload is at 100%.
  - f. Select the document type from the drop down list; Approval Letter, Correspondence QC Stamp, Supporting Documents or Suspension Letter.
  - g. Enter a description, if applicable.
2. Click on the Save option to complete the upload.

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

Add Document to Production Facility was successful

## B. Viewing a Document on the Production Facility Profile

To view a document any user has uploaded to the production facility profile:

Name	Type	Description	Tests			
1 list.pdf	Accreditation	This is a document relate...	ASTM C39	<a href="#">View Document</a>	<a href="#">Update</a>	<a href="#">Delete</a>

1. Select the View Document option.  
MAC will download the document.



2. Select Save to continue the download and view the document.



3. Select Open to open the download.  
The document will be opened in the file format in which is was saved; for example, pdf.

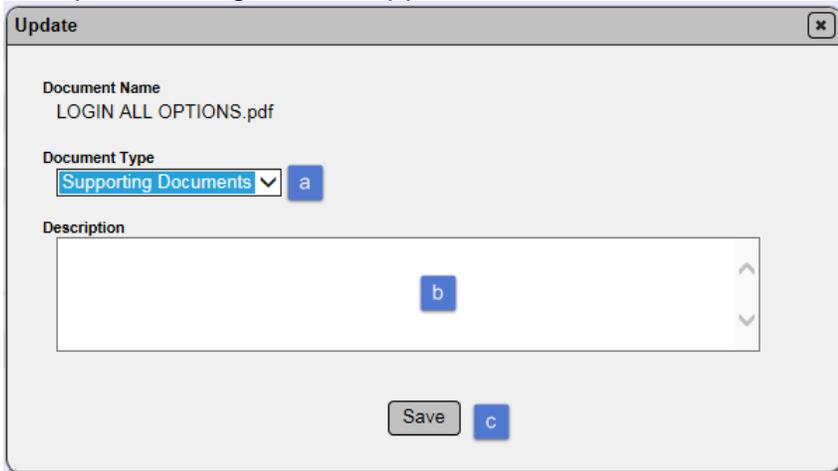
## C. Updating a Document on the Production Facility Profile

You can update the description of a document you uploaded to the production facility profile. You cannot update the description of a document someone else uploaded.

tation	This is a document relate...	ASTM C39	<a href="#">View Document</a>	<a href="#">Update</a>	<a href="#">Delete</a>
--------	------------------------------	----------	-------------------------------	------------------------	------------------------

1. Select the Update option.

An Update dialog box will appear.



- a. Revise the Document type, if applicable by clicking on the drop down list.
  - b. Revise the description, if needed.
2. Select Save to save the changes.

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

Update Production Facility Document was successful

#### D. Deleting a Document from the Production Facility Profile

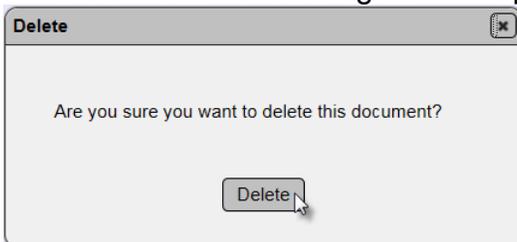
You can delete documents you added to the production facility profile. You cannot delete documents added to the production facility profile by others.  
To delete a document:

##### Tests

Update... ASTM C39 View Document Update Delete

1. Select the Delete option.

A Delete Document dialog box will appear.



2. Select the Delete option to delete the document.

You will receive a message that the document was successfully deleted.

Delete Production Facility Document was successful

A response to a comment looks like this in MAC.

 Susan Musselman [10/7/2015 3:18:27 PM]

This is a comment on a production facility profile.

 Susan Musselman [10/7/2015 3:18:27 PM]  

This is a response to a comment.

[Add Response](#)

### G. Updating a Comment or Response

You can update a comment or response that you entered on a production facility profile. You cannot update comments and responses made by others.

To update a comment or response:

 Susan Musselman [10/7/2015 3:18:27 PM]

This is a comment on a production facility profile.

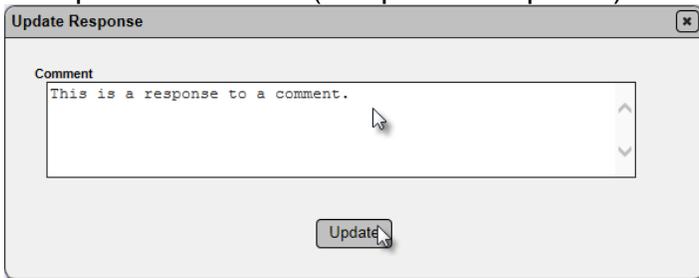
 Susan Musselman [10/7/2015 3:18:27 PM]  

This is a response to a comment.

[Add Response](#)

1. Click on the Update option (  ) to select it.

An Update Comment (or Update Response) dialog box would appear.



2. Revise the comment or response, as needed.

3. Click on the Update option to update the comment or response.

You will receive a message that the comment or response was updated successfully.

Update Production Facility Comment was successful

### H. Deleting a Comment or Response from the Production Facility Profile

You can update a comment or response that you entered on a production facility profile. You cannot update comments and responses made by others. If a comment has a response, it cannot be deleted unless the response is deleted.

To delete a comment:

 Susan Musselman [10/7/2015 3:18:27 PM]

This is a comment on a production facility profile.

 Susan Musselman [10/7/2015 3:20:51 PM]

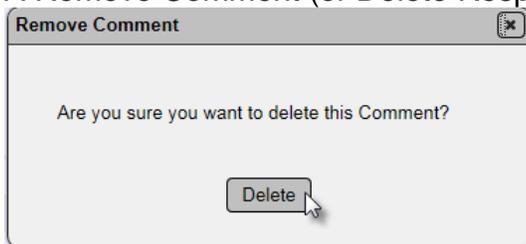


This is a response to a comment.

[Add Response](#)

1. Click on the Delete option ( \* ) to select it.

A Remove Comment (or Delete Response) dialog box would appear.



2. Click on the Delete option to delete the comment.

You will receive a message that the comment or response was deleted successfully.

Remove Production Facility Comment was successful

## Chapter 8 – Associated Production Facilities

The Associated Production Facilities tab gives the QC Program Coordinator the ability to tie together different production facilities with different material types in the system. This is applicable to production facilities that are located at the same location, but governed by different QC plans. For example, a plant might be entered into MAC as a precast concrete products plant, an incidental precast plant, a structural concrete plant and a prestressed concrete products plant. They are really all the same plant, but have different FDOT production facility ids for each QC Program material. Associating all four plant ids to each other links the individual production facility profiles together.

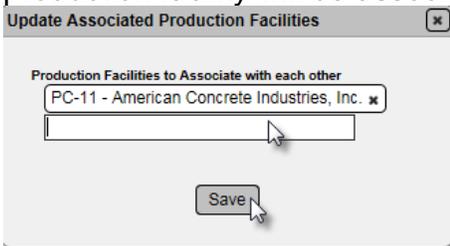
To associate production facilities:

[Click to Collapse](#)

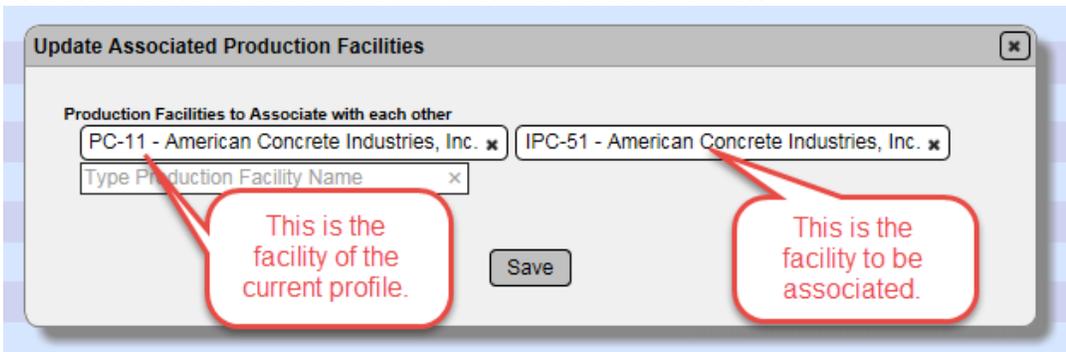
 [Update Associated Production Facilities](#)

1. Select the Update Associated Production Facilities option.

The Update Associated Production Facilities dialog box will appear. The production facility for the profile you are on will be listed. For example, this production facility profile is PC-11. The added production facility will be associated to PC-11.



2. Enter production facility id of the associated facility.
3. Select Save to associate the facilities to each other.



The associated facility will be listed on the profile under the associated facilities tab.



You will receive a message that the facility association was successful.



## Chapter 9 – Production Facility History

The production facility history shows a list of some of the changes made to the production facility profile, such as QC plan additions or QC Plan status changes.

Production Facility History [2]				
Status [Effective Date]	Description	Reason	Date	
QC Plan In Review for Plant/Precast Drainage Structures [11/6/2014]	PC-11 (American Concrete ...		9/14/2015 12:02:14 PM	Je
QC Plan Accepted for Plant/Precast Drainage Structures [11/6/2014]	PC-11 (American Concrete ...		9/14/2015 12:06:43 PM	Je

Showing 1 to 2 of 2

## Chapter 10 – Production Facility Inspections

At the request of the District Materials and Research Engineers and the State Materials Office Lead Staff, production facility inspections for QC Program and Aggregate Control Program are entered into MAC. The purpose of this entry is to track materials related issues under the QC Program and Aggregate Control program; for instance, the number of inspections performed by Materials personnel or the specific findings encountered during inspections. The inspection checklists ensure that inspections are conducted consistently across the state. The QC Program Coordinator for the material type is responsible for entering the inspection results into MAC.

### A. Creating a Production Facility Inspection

A QC Program Coordinator conducting a production facility inspection can enter the data into the system directly if he has a device with internet connectivity. Or the reports can also be printed so that the inspection can be documented manually and the results entered when the inspector returns to the office. If the inspection is conducted using hard copy checklists, the completed checklists should be attached to the inspection record in MAC. If you wish to do this, you must first create the inspection record in MAC, generate the checklists, and then print the checklists. Later, when the checklists are completed manually, return to the inspection record and record the results on the inspection record.



#### 1. Select Inspections from the menu.



#### 2. Select the Create Inspection option.

A Create Inspection dialog box will appear.

A screenshot of the 'Create Inspection' dialog box. It has a title bar with 'Create Inspection' and a close button. The form contains the following fields:

- 'Production Facility Being Inspected' with a text input field containing 'Type Production Facility Name' and a red asterisk.
- 'GCP Inspector' with a text input field and a red asterisk.
- 'Checklist Categories' with a dropdown menu.
- A message: 'There are currently no Checklists that meet these requirements'.
- 'Comment' with a large text area.
- 'Supporting Document' section with a 'Select File' button, a progress indicator showing '0 %', and a 'Description' text area.
- A '+ Add Another Document' link.
- A 'Save' button at the bottom.

## Create Inspection

Production Facility Being Inspected

Type Production Facility Name  \*

QCP Inspector

\*

3. Enter the production facility id being inspected. MAC will populate the plant type and material type. The material type will be used to select the applicable checklists.

4. Enter the name of the QCP Inspector. If the inspection is being conducted by a team, enter the name of the team leader.

Add Additional Facility/Material Types

5. If the production facility has more than one production facility or material type on the same facility id, you can check the Add Additional Facility/Material Types check box.

Facility Type

Mine  Plant  Terminal

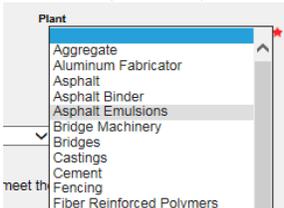
Plant

\*

If you select the Add Additional Facility/Material Types, two new fields will appear to filter the appropriate additional checklists to be added. Select as follows:

6. Facility Type

a. Mine, Plant, Terminal – will give you an additional drop down list to indicate the material type.



7. Material Type – will allow you to select the MAC material type for the associated checklists.

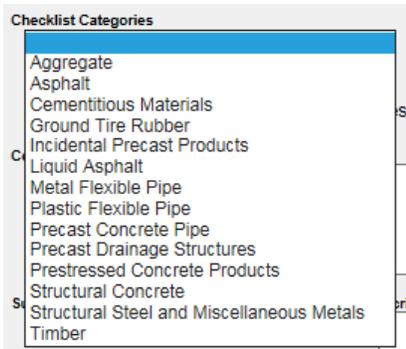
**NOTE:** Associated facilities typically have different material types, each having its own production facility id. By selecting these options on a facility id with multiple ids and types, MAC will only credit the original production facility id with the inspection. For example, associated PC-11 and IPC-51; if PC-11 is the selected production facility id with a material type of precast concrete drainage structures and you use these options to add the incidental precast production facility (plant) checklists to the inspection, IPC-51 will not be designated as inspected on the production facility profile.

Inspection Type

\*

Checklist Categories

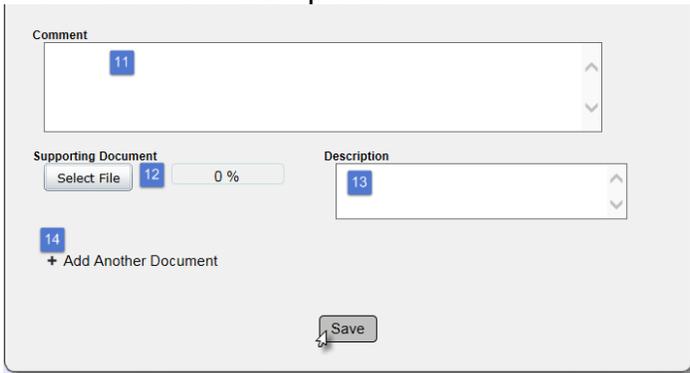
8. If the inspection has an inspection type, select the appropriate type from the drop down list. Not all inspections have an inspection type.



9. Select the checklist categories for the production facility material type of the production facility being inspected. This will generate a list of the checklists associated to that material type.



10. Select the checklists that will be included in the inspection. If all checklists are to be used, select the Select All option.



11. You may include comments in the comments field. These comments will not appear on the final report.

12. If you want to save backup documentation with the inspection record, use the Select File to navigate to the supporting documentation.

13. You may add a description of the supporting document.

14. If you wish to add more than one file, select the + Add Another Document option.

15. Select Save when you are ready to create the inspection record.

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

Create Production Facility Inspection was successful

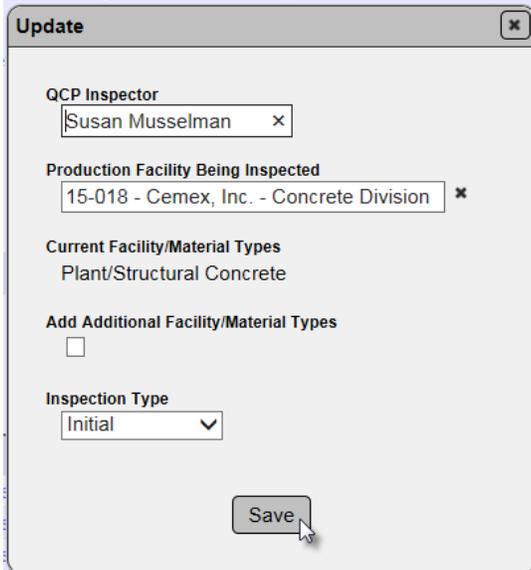
## B. Performing an Inspection

Now that you have created the inspection record, you can perform the inspection by completing the checklist(s) attached to the inspection record. You may complete the checklists one at a time or complete multiple checklists at once.

## C. Updating the Inspection Record

[Update](#)

1. To update the inspection record, select the Update option.



An Update dialog box will appear.

2. Revise the information as needed.

3. Select the Save option to save the changes to the inspection record.

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

Update Evaluation was successful

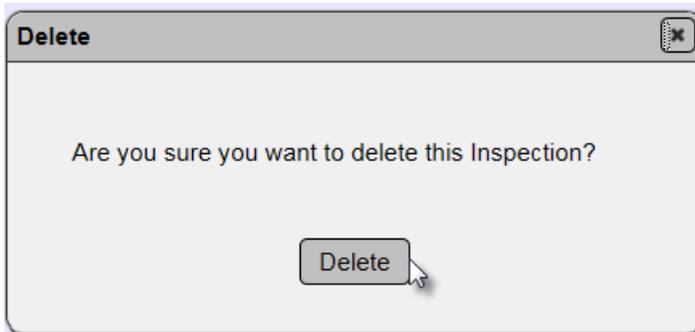
## D. Deleting an Inspection Record

[Update](#)   [Delete](#)

1. If you need to delete an inspection record, select the Delete option.

A Delete dialog box will appear.

2. Select Delete.



You will receive a message that the inspection was successfully deleted.

Delete Evaluation was successful

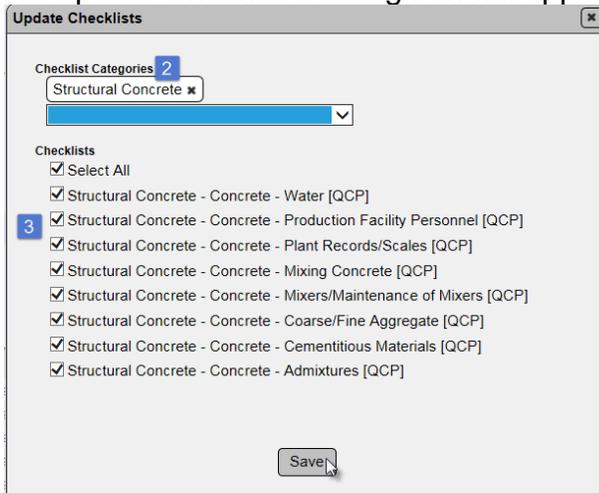
**NOTE:** You cannot delete an inspection record if you have generated a QCPIR.

#### E. Updating the Checklists

##### Update Checklists

1. If you need to revise the checklists that are on the inspection record, select the Update Checklists option.

An Update Checklists dialog box will appear.



2. Select or unselect the checklist categories to revise the list of available checklists.

3. Select or unselect the checklists to add or delete them from the inspection record.

4. Select Save to save the new checklists to the inspection record.

You will receive a message that the checklists were successfully updated.

Update Evaluation's Checklists was successful

## F. Performing a Single Checklist

### Structural Concrete

Water

Concrete

In Progress

[Perform Checklist](#)

Production Facility Personnel

Concrete

In Progress

[Perform Checklist](#)

1. To perform a single checklist, select the Perform Checklist option next to the checklist you want to complete.

A Perform Checklist dialog box will appear.

	P	F	N/A
<b>Water</b>			
1. Is the source of the batch water being used as shown in the QC plan?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2. The water test reports available for review?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3. If the source of batch water is from a well, was it tested once every three months or once every six months based on the reduced sample frequency of Specification Section 923?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4. If the source of batch water is from an open body of water, was it tested monthly?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
5. If the source of water used for sprinkling the coarse aggregate stockpile is recycled water, was it tested monthly?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
6. If the source of water used for sprinkling the coarse aggregate is reclaimed water, is it being tested once every three months or once every six months if the past eight consecutive tests have passed?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
7. Is the water added at the batch plant measured within an accuracy of 1% of the targeted amount?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Remarks

Date: 10/28/2015 QCP Inspector: Susan Musselman

Save Submit

2. The checklist items on an inspection checklist default to N/A. Change the reviewed items to P for passing or F for failing.
3. Include any remarks in the Remarks field.

**NOTE:** These remarks will not appear on the final report.

4. If the checklist was performed on a date different than the date on the inspection record, revise the date.
5. Select Save to save the checklist, but not submit it.
6. Select Submit to submit the checklist as complete.

With either option, you will receive a message that the checklist was performed successfully.

Perform Checklist was successful

**NOTE:** You will receive an error if you attempt to save or submit a checklist with all items designated as N/A.

**ERROR:** N/A is not acceptable for all responses

Save

Submit

## G. Completing Multiple Checklists

[Update Checklists](#)

[Complete Multiple Checklists](#)

[Print Multiple Checklists](#)

1. If you wish to perform more than one checklist at a time, select the Complete Multiple Checklists option.

A Complete Multiple Checklists dialog box will appear with the checklists selected when the inspection record was created.

**Complete Multiple Checklists**

Select Checklists to Perform

- Structural Concrete - Concrete - Water [QCP]
- Structural Concrete - Concrete - Production Facility Personnel [QCP]
- 2**  Structural Concrete - Concrete - Plant Records/Scales [QCP]
- Structural Concrete - Concrete - Mixing Concrete [QCP]
- Structural Concrete - Concrete - Mixers/Maintenance of Mixers [QCP]
- Structural Concrete - Concrete - Coarse/Fine Aggregate [QCP]
- Structural Concrete - Concrete - Cementitious Materials [QCP]
- Structural Concrete - Concrete - Admixtures [QCP]

Concrete - Water [QCP]

		P	F	N/A
<b>Water</b>				
1.	Is the source of the batch water being used as shown in the QC plan?	✓	○	○
2.	The water test reports available for review?	○	○	✓
3.	If the source of batch water is from a well, was it tested once every three months or once every six months based on the reduced sample frequency of Specification Section 923?	○	○	✓
4.	If the source of batch water is from an open body of water, was it tested monthly? <b>3</b>	○	○	✓
5.	If the source of water used for sprinkling the coarse aggregate stockpile is recycled water, was it tested monthly?	○	○	✓
6.	If the source of water used for sprinkling the coarse aggregate is reclaimed water, is it being tested once every three months or once every six months if the past eight consecutive tests have passed?	○	○	✓
7.	Is the water added at the batch plant measured within an accuracy of 1% of the targeted amount?	○	○	✓

Remarks **4**

**5** Date: 10/28/2015      QCP Inspector: Susan Musselman

2. Select or unselect the checkboxes for the checklists you wish to perform.

3. Complete the selected checklists by revising the reviewed items to P or F.

4. Include any remarks about the inspection findings in the remarks section. These remarks will not appear in the final report.

5. On the first checklist, the footer defaults to the QCP Inspector and date from the inspection record.

a. You cannot change the inspector on the first checklist. The main inspector should always perform the first checklist.

b. You can change the date if you perform the checklist on a date different from the inspection record.

6 Concrete - Mixing Concrete [QCP]

		7		
		P	F	N/A
<b>Mixing Concrete</b>				
1.	Is the batching sequence in accordance with the Specifications?	○	○	✓
2.	Is the mixing at the proper drum speed?	○	○	✓
3.	Is the concrete batched within the mixer rating plate capacity?	○	○	✓
4.	Is all water going into the mixer is metered or weighed?	○	○	✓
5.	If a central mixer is used, is the concrete mixed a minimum of two minutes or as accepted in the quality control plan?	○	○	✓
6.	Are the admixtures measured separately?	○	○	✓
7.	Are the admixtures added with the mixing water?	○	○	✓
8.	Are cementitious materials are weighed independently from other materials?	○	○	✓
9.	Is the cement weighed first when using a cumulative weigh hopper?	○	○	✓

Remarks

8

Use the Footer Info from First Checklist 9

<b>Date</b>	<b>QCP Inspector</b>
10/28/2015	Susan Musselman

6. Complete each checklist selected.
7. Designate inspected items as P or F.
8. Include remarks, if desired.
9. On the second and any following checklists, you will be given an option to revise the name of the QCP Inspector. Unselect the Use the Footer info form the First Checklist to designate a different QCP Inspector.

Use the Footer Info from First Checklist
   
  

<b>Date</b>	<b>QCP Inspector</b>
10/28/2015	Susan Musselman

10. Select Save to save the checklist, but not submit it.
  11. Select Submit to submit the checklist as complete.
- H. Printing Multiple Checklists

[Update Checklists](#)     
 [Complete Multiple Checklists](#)     
 [Print Multiple Checklists](#)

1. You can print the checklists on an inspection record if you need to perform the inspection manually and enter the results in at a later date. Select the Print Multiple Checklists option.



Update    Generate Report(s)    Delete

1. Select the Generate Report(s) option.

**A Generate Report(s) dialog box will appear.**

Production Facility Being Inspected  
87-274 - Cemex, Inc. - Concrete Division

QCPIR distribution list

Recipients 1

Contact Person    ALBERTO J. ROMANACH    aromanach@cemexusa.com  
 Profile Manager    Enter Name \*    Enter Name \*  
 QC Manager    Enter Name \*    Enter Name \*  
 Other

+ Add Recipient

Comment 2

Attachment    Description  
Select File 3    0 %

Generate

1. Recipients – Select or Deleselect the appropriate recipients.

a. In many cases, the only person from the rproduction facility who should receive the QCPIR is the QC Manager unless the production facility has informed you that the contact person or profile manager also wants to receive it.

b. If additional personnel not listed on the production facility profile have requested to receive copies of the QCPIR, use the Other option to add the name and address. If more than one additional personnel is needed, select the + Add Recipient option to add another name and email field. Repeat until all recipient names and emails are listed.

2. Comments – this is the location you enter comments that will appear on the final report. If you made comments in the remarks section that you would like to appear on the final report, you should copy and paste them or retype them here.

3. If you want to attach supporting documents, for example the printed checklists that you filled out manually, use the Select File option to navigate to the location of the file you wish to attach. You will need to scan the backup documentation into an electronic file to attach it to the QCPIR.

4. When you are ready, select the Generate option to generate the report. It will automatically be generated by email to the recipients.

You will receive a message that the report was generated successfully.

Generate Report(s) was successful

## J. Resending the Report

If you do not enter the email address correctly, the system generates an error message to the System Administrator. The System Administrator will contact you to let you know you need to resend the report.

[Resend Report\(s\)](#) [Open Inspection](#)

1. Select the Resend Report(s) option.

**A Resend Report(s) dialog box will appear.**

Resend Report(s)

Production Facility Being Inspected  
87-274 - Cemex, Inc. - Concrete Division

QCPIR distribution list

Recipients

2 Contact Person      ALBERTO J. ROMANACH      aromanach@cemexusa.com

Profile Manager      Enter Name \*

QC Manager      Enter Name \*

Other

+ Add Recipient

Generate

2. Revise the recipient list as needed. Correct any incorrect email addresses.

3. Select the Generate option to resend the report.

## K. Viewing a Generated Report

Once a QCPIR is generated, the inspection report is no longer allowed to be deleted. The viewable report can be found under the Report History Tab.

Evaluation Status	Date	QCPIR Status	QCPIR	Previously Generated Reports	Attachments
In Progress	10/28/2015				
Report Generated	10/29/2015	Satisfactory	<a href="#">10/29/2015</a>		

1. Select the Report History tab to expand it.

2. Click on the blue date link under the QCPIR header to open a specific report.

A dialog box appears requesting you to save the download will appear.



3. Select Save to begin the download.

Another dialog box will appear when the download is complete asking if you want to open the file.



4. Select Open to open the downloaded file.

The QCPIR will be opened in a program compatible with pdf files, for example, Adobe Reader.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION QUALITY CONTROL PROGRAM INSPECTION REPORT		(Revised)	
Facility ID:	PC-9999	QC Manager:	Susan Musselman
Description:		Email Address:	smuss@doeconst.com
Company Profile Name:	John Doe Construction Company, Inc.	Telephone No.:	(555) 111-1111
Facility Address:	123 North Main Street Suite A20, Hometown, FL 33999		
MAC Evaluation ID:	000001610	Evaluation Type:	Quality Control Program Inspection
Date(s) of Inspection:	11/2/2015	Category:	Precast Drainage Structures
Report Status:	Unsatisfactory	Inspection Type:	Initial

Checklist: Precast	Result
Failed Step : 4 Does the concrete design mix being used meet the requirements of the Contract Documents?	FAILED
Failed Step : 1 Has QC performed a measurement of dimensions visual inspection of all products on 20% of each lot prior to qc stamping?	FAILED
Checklist: Precast	PASSED

If a report contains a checklist where all items are “P” or “P” and “N/A”, the report will document the checklist as PASSED and show no items on the report. If the report contains a checklist where any item is designated as “F”, the report will document the checklist as FAILED and show the specific missed items.

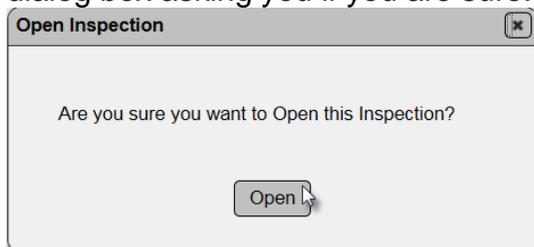
#### L. Reopening the Report for Revisions

Sometimes a revision needs to be made to a report that was already generated. The Resend Report(s) option just sends the same report unchanged. The Open Inspection Item will allow you to revise the report and then resend the revised report.

[Resend Report\(s\)](#) [Open Inspection](#)

1. Select Open Inspection.

Because you are reopening the inspection and it will be indicated as “Revised”, you will see a dialog box asking you if you are sure.



2. Select Open **ONLY** if you need to make changes. Do not select open to view the report. If you need to view the report only, see **K. Viewing a Generated Report** above.

You will receive a message that the inspection was successfully opened.

Open Evaluation was successful

Now you need to make the changes. Follow the instructions for revising checklists as found in

**F. Performing a Single Checklist or G. Completing Multiple Checklists.** Regenerate the report as shown in **I. Generating the Quality Control Program Inspection Report (QCPIR).**

**NOTE:** If you reopen the inspection report and you do not make at least one change, you will not receive the option Generate Report(s).

When you regenerate the report the header will be shown with “Revised”.



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
QUALITY CONTROL PROGRAM INSPECTION REPORT

(Revised)

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Facility ID:	PC-9999	QC Manager:	Susan Musselman
Description:		Email Address:	smuss@jdoeconst.com
Company Profile Name:	John Doe Construction Company, Inc.	Telephone No.:	(555) 111-1111
Facility Address:	123 North Main Street Suite A20, Hometown, FL 33909		

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MAC Evaluation ID:	000001610	Evaluation Type:	Quality Control Program Inspection
Date(s) of Inspection:	11/2/2015	Category:	Precast Drainage Structures
Report Status:	Unsatisfactory	Inspection Type:	Initial

<b>Checklist: Precast</b>	<b>FAILED</b>
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Failed Step : 4      Does the concrete design mix being used meet the requirements of the Contract Documents?

**M. Documents and Comments on an Inspection Report**

Adding, updating and deleting documents, comments and replies to comments on an inspection report tab works the same as adding them to the actual profile. See

**Chapter 7 - Documents and Comments on the Production Facility Profile.**