

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS  
MATERIALS CONTROL, SOILS AND TESTING DIVISION  
  
MATERIALS PROCEDURE

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GUIDE FOR QUALITY CONTROL AND ACCEPTANCE PLANS FOR  
PURCHASE ORDER CONTRACTS FOR STONE AND AGGREGATE

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- 1.0 PURPOSE
  - 1.1 Testing of highway construction materials has traditionally been a two phased activity; that is, that done by industry in their Quality Control Program and that done by the purchaser to determine the acceptability of the material. In Purchase Order contracts for stone and aggregate, the vendor (whether or not he or she is actually the producer) is by positive statement in the contract specifications responsible for the gradation of all items except abrasives; and the Division of Highways, as purchaser, is responsible for material acceptance. The purpose of this Materials Procedure is to present guideline for adequate Quality Control and Acceptance Plans.
- 2.0 QUALITY CONTROL PLAN
  - 2.1 A quality Control Plan shall be prepared by the vendor and submitted to the Division prior to delivery of any material. The Plan shall clearly describe the methods by which the Quality Control Program will be conducted. As a minimum, the Quality Control Plan should include the following:
    - 2.1.1 Name of company official responsible for Quality Control, and name and qualifications of technician conducting the tests.
    - 2.1.2 Listing of items to be controlled and tests to be performed. Each item should be listed separately.
    - 2.1.3 The Plan should detail the vendor's proposed sampling location, sampling and testing procedure and testing frequency. In the event the vendor is not the producer, sampling location, sampling and testing

procedure and test frequency proposed by the producer shall be included.

2.1.4 The Documentation Plan: The methods by which the vendor will document and distribute test results shall be described:

2.1.4.1 Forms and Distribution: All forms used to record the vendor's test data shall be approved prior to use by the Division. Gradation test data will be recorded on Form T300 in the manner intended. In the event the vendor elects to use a form other than T300 said form must be approved by the Division prior to use. The laboratory number (supplied by the Division) assigned to the vendor's test data document will always begin with a "C" for all quality control sample results. In the event the vendor is not the producer, the vendor shall provide the completed test data forms provided by the producer, and in the proper sequence (consecutive tests) including quantities thereof. All test data forms shall include the vendor's (and/or the producer's) identification and be legibly signed by the technician that conducted the test. A copy of all forms shall be delivered by the vendor to the Division. Tests results must be delivered as they are finished to assure that all the results for material delivered are completed and distributed by the fulfillment of the State Contract Purchase Order (SCO).

2.1.5 A detailed plan of action regarding the disposition of non-specification material: Such a plan shall provide for immediate notification of all parties involved in the event failing material is detected.

### 3.0 ACCEPTANCE PLAN

3.1 The contract specification states the vendor is responsible for providing test results to the gradation of the materials delivered (except abrasives); acceptance may be on the basis of these test results, provided and certified by the vendor. Acceptance may also be accomplished by an independent sampling and testing program conducted by the Division and at the appropriate sampling frequency given in the contract specifications, or a combination of both the vendor's test results and the Division's test results. In this case (combination acceptance), the Divisions independent samples and tests may be directly compared to the vendor's results only if all sampling locations and testing procedures are the same.

- 3.2 Sampling and testing for quality (LA, soundness, etc.) of all items is the responsibility of the Division.



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Richard D. Genthner, Director  
Materials Control, Soils & Testing Division

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