

Independent Assurance Audits And You...

A guide to information a Mid Atlantic Regional Technician Certification Program (MARTCP) Certified Technician needs to know.



Agenda

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MARTCP Card

How to read and interpret
the card

- Congratulations on becoming certified or recertified in Mid Atlantic Region Technician Certification Program (MARTCP) Discipline.
- Since you are certified, per Section C of the MARTCP Renewal Policy you are eligible to renew your certification through the Independent Assurance Audit (IAA) process.
- You must have 3 Satisfactory audits within the 5-year certification to renew.

MARTCP Card

Example

MARTCP

MID-ATLANTIC REGION
TECHNICIAN CERTIFICATION PROGRAM

Steven B Hall

is qualified as a technician in the following area(s)

<u>CERTIFICATION</u>	<u>EXPIRES</u>
Soils & Aggregate Comp Field	02/08/2023
Concrete Field Technician	07/17/2024
Concrete Plant Technician	06/18/2022
Asphalt Field Technician	06/30/2023
Asphalt Plant Tech - Level I	06/30/2023

Certification. No: 6230-MD



MARTCP Card

How to read and
interpret the card

- Each card has:
 - Technician's Name.
 - Certifications.
 - Expiration Dates.
 - MARTCP Number.
- Your new or updated MARTCP Card arrives as a .pdf file.
 - Print this card or save it electronically.
- All attempts to tamper with an officially issued MARTCP card will result in disqualification from the MARTCP Program.



MARTCP Card

How to read and
interpret the card

- If you made your certification reciprocal from another certifying agency, or state you may not be able to renew by obtaining an IA Audit.

Please review the rules at:
<https://www.roads.maryland.gov/>



MARTCP Card

It is your responsibility...

- To keep a copy of the MARTCP Card with you.
 - This can be a printed copy, or an electronic file/image containing the card information.
- To keep copies of the IA Audit Receipts you receive.
 - Print and file the audit receipts or save them electronically.
- Know if you need an IA Audit.
 - You must have 3 audits in the five-year certification period.
- To contact the IA Team if you need an IA Audit.
 - Email the Independent Assurance Audit Team, at: iaateam@mdot.maryland.gov.



Expiration Dates

It is a fixed deadline you do not want to go past.

- Be mindful of your Certification Expiration Dates.
- If your Certification Expires, you will need to return to class to be recertified.
- You will need an IA Audit in the Calendar Year in which you expire.
 - A 2025 expiration, the final audit must be in 2025.
- Your application for renewal must be submitted before your expiration date.
 - Send the application in, via email to martcp@mdot.maryland.gov within 30 days prior to the expiring.



Expiration Dates

You have expired,
now what?

- Do not email the IA Audit Team requesting an audit if you have expired.
- Visit the MARTCP Information page online at: <https://www.roads.maryland.gov/mdotsha/pages/Index.aspx?PageId=53> for the latest training schedule and for information on how to get registered.



Expiration Dates

You have expired,
now what?

- Through your Unit Training Coordinator (UTC) or Company, arrange to re-take the certification class.
- As you are no longer actively certified, you are ineligible to conduct the testing procedures for the test results to be accepted. A MARTCP Certified technician must take over the testing or be willing to accept the test results if you perform the work under their supervision.



How do I request an IA Audit

- Email the Independent Assurance Audit Team, at: iaateam@mdot.maryland.gov.
- Do not email the individual IA Audit Technician responsible for your District or area.
- Once we receive your email, an IAA Technician will be in contact with you via email to schedule your IA Audit.



How do I request an IA Audit

- “Plan ahead” do not wait till the last minute before you expire to request an audit.
- If you are unsure on what to do if an IA Auditor is not in area:
 - Email the team.
 - Ask your Project Engineer, Project Coordinator, Area Engineer, or Assistant District Engineer to contact the IA Team.



How do I request an IA Audit

What Information do
you need to provide in
the audit request

- In the email requesting your IA Audit, include:
 - Your full name.
 - MARTCP Card number.
 - Type of IA Audit Needed.
 - HMA, Concrete, or Soils.
 - The IA Audit Team does not perform Pavement Marking Audits.
 - District.
 - Project Number.
 - Project Location..
 - The Field Office Address.
 - Nearest Intersecting Roads or Project Location.
 - Alternatively, send the GPS coordinates or a location pin from your smart phone.




How do I request an IA Audit

What Information do
you need to provide in
the audit request

- For Pavement Markings Audit, email the Pavement Marking Team at:


SHA_PMMS@mdot.maryland.gov



What occurs during an IA Audit on site

Observation of Testing Procedures


- On site IA Audits are an observation of the testing/sampling procedures for the work being performed on site relating to either Hot Mix Asphalt (HMA), Portland Cement Concrete (PCC), and/or Soils or Aggregate Compaction.
 - The MARTCP Certified Technician is expected to demonstrate their knowledge of the applicable testing procedure.
 - MSMT 457 for HMA.
 - AASHTO/ASTM Test Standards for PCC.
 - MSMT 350, 351, 352, and 354 for Soils/Aggregates.



What occurs during an IA Audit on site

Observation of Testing Procedures

- You will be asked to provide a copy of your MARTCP Card for the IA Audit Technician to review.
- You will be asked for a valid email address to which the IA Audit Receipt will be sent.
 - If you use Yahoo, G-mail, or AOL the receipt will go to your junk or spam folder. Please keep this in mind before contacting us regarding not receiving a copy of the receipt.
- The IA Audit Technician will observe you performing the testing procedure.



What occurs during an IA Audit on site

Post Audit

- In 7-10 days after the IA Audit, you will receive the IA Audit receipt via e-mail as a .pdf file attachment from the IA Team email.
 - Do not reply to this email, the IA Audit Team does not need a thank you or received email reply from the recipient.
- Do not email the team a day or two after the audit inquiring where your audit receipt is.
- If you have not received the IA Audit receipt after 10 days, please contact us.




I Received an Unsatisfactory Audit

What do I need to do next

- We understand stuff happens and people make mistakes.
 - You fail to take corrective actions and repeat the test.
 - You fail to follow the testing procedure correctly.
 - In some cases, such as handling the Nuclear Density Gauge you do not handle the gauge as required by SHA Policies/Practices.
 - You do not have a current standardized Concrete Air Meter.
 - You fail to maintain the testing equipment in good working condition.

You will receive an Unsatisfactory IA Audit.



I Received an Unsatisfactory Audit

What do I need to do next


- If this occurs, the IA Audit Technician will inform you of the result.
- The IAAT will inform your project engineer that you are not eligible to performing testing until you have completed and satisfactorily passed a second IA Audit within 7-21 days of the failing original IA Audit.
- You will contact the IA Team to schedule the follow up audit.



I Received an Unsatisfactory Audit

What do I need to do next


- Equipment based failures, the IAAT will inform you and your project engineer that you are not eligible to performing testing until the equipment has been standardized or replaced depending on the type of failure.
- Equipment requiring replacement must be replaced within eight hours per Section 111 of the specifications.
- You will contact the IA Team to schedule the follow up audit once the issue is resolved.



What occurs during an IA Audit on site

A note on Concrete Air
Meters

- Per Section 111.03 of the Maryland Standard Specifications for Construction and Materials:
 - “Maintain the equipment in good working condition and submit a written certification to the Administration stating when the testing equipment was last calibrated or inspected by an Administration approved testing agency. Ensure that the equipment is calibrated at the frequency required for that type of equipment according to the test method and AASHTO R18.”



What occurs during an IA Audit on site

A note on Concrete Air
Meters

- Per Section 111.03 of the Maryland Standard Specifications for Construction and Materials:
 - Per AASHTO R18 for the T152 Air Content, Pressure Method the unit must be Standardized every 3 months.
 - Standardization per the specifications or Invitation for Bid must be done by an approved MDOT SHA approved testing agency. If the agency is Cement and Concrete Reference Laboratory (CCRL) accredited, they may conduct the standardization.



Regional Audits

- If you are not on an active project, or on a MDTA or SHA project without the necessary work needed for your audit, we offer regional audits.
- Regional Audits are offered four times a year, this year the regional audits are planned on:
 - March 21.
 - April 18.
 - May 16.
 - June 13.
- Email iaateam@mdot.maryland.gov to register for the Regional Audit of your choice.



Regional Audits

- The Regional Audit will cover HMA, PCC, and Soils/Aggregates for those needing an IA Audit in those disciplines. The audit consists of:
 - A presentation and quiz will be given for HMA.
 - A demonstration of the AASHTO T152 (Air Meter) testing procedure.
 - A one step proctor, plotting of the dry density/optimum moisture content, and demonstrating the Nuclear Density Gauge.
- Familiarize yourself with the applicable specifications, MSMTs, and AASHTO Testing procedures. Review the materials from your certification classes, prior to attending a regional audit session.



Production Facility Audits

- HMA Production Plant Audits for Level 1 and Level 2 technicians are encouraged to be scheduled when the producer is producing a state approved mix design on a MDOT SHA or MDOT MDTA project.
- A Full Box sample, two (2) Gyrotory Plugs (or three cores), the gradations, the oven correction factor and a copy of the sample's testing worksheets is needed from the production facility. Failure to provide the need components of the sample, will result in the audit being rescheduled.



Independent Assurance Audit Program Team

- Any Questions relating to Independent Assurance Audits or the IA Program in general?