

**IV. PERSONNEL QUALIFICATION PROGRAM**

**A. Purpose.** This program provides uniform, statewide procedures for ensuring personnel are capable of performing materials sampling and testing in accordance with methods used in the Materials Quality Assurance (MQA) Program. The Materials Testing and Research Branch (MTRB) is responsible for administering the statewide Personnel Qualification Program to qualify personnel performing sampling and testing used in the MQA Program.

**B. Scope.**

1. All personnel (laboratory and field) performing material sampling and testing in any of the modules listed below, shall be qualified in the respective sampling and testing procedures:

	<u>Modules</u>	<u>Test Methods</u>
<b>a.</b>	Aggregate	AASHTO: T2, T11, T27, T176, and T248
<b>b.</b>	Asphalt	AASHTO: T40, T166, T168, T209, T255, and T275 WAQTC: TM6
<b>c.</b>	Concrete	AASHTO: T22, T23, T97, T119, T121, T141, T152, and T231 ASTM: C1064
<b>d.</b>	Soil	AASHTO: T87, T89, T90, T99, T180, and T265 HDOT: TM5
<b>e.</b>	Field Sampling and Testing	AASHTO: T2, T23, T40, T119, T141, and T168 ASTM: C1064 HDOT: TM1 and TM3

2. Sampling and testing personnel will be qualified for a maximum period of five years, based on successful completion of a written examination and a performance examination. Personnel must reapply for qualification after five years.

3. The following personnel (evaluator/examiner) may qualify an individual to perform sampling and testing on materials by administering the required written and performance examinations:
    - a. MTRB personnel authorized by the Materials Testing and Research Engineer.
    - b. State or consultant personnel authorized by the Materials Testing and Research Engineer.
  4. MTRB will schedule qualification examinations (written and performance) at least two times a year. A schedule will be posted on the DOT Highways web site (<http://www.state.hi.us/dot/highways>).
  5. To apply for the examinations, an individual shall submit completed copy of Hawaii Transportation Personnel Qualification Program Registration Form (HDOT-TPQP-1) and Transportation Personnel Qualification Program Rights and Responsibilities Agreement (HDOT-TPQP-2) to MTRB Quality Assurance Manager at 2530 Likelike Highway, Honolulu, Hawaii 96819. (See Appendix 2 for form and agreement). Program may require a registration fee.
  6. Individuals qualified by Western Alliance for Quality Transportation Construction (WAQTC), American Concrete Institute (ACI) for concrete, or other independent sources acceptable to the Materials Testing and Research Engineer shall be exempted from the MTRB qualification procedure for the applicable module. However, notification in writing, of such qualification, shall be made to the Quality Assurance Manager, who will verify and approve such qualification and maintain a record of qualified individuals.
- C. Qualification Procedures.** To qualify, an individual shall pass a written examination and a performance examination of all the applicable test methods in that module.
1. Written examination.
    - a. Examination will require detailed knowledge of the test method procedures and basic reading comprehension. Examination will be a closed-book exam. Calculations may be required for some questions. Examination will be administered within a specified time frame by an evaluator authorized by the Materials Testing and Research Engineer.



5. Notification of each individual's successful or unsuccessful completion of the qualification requirements will be mailed by the MTRB.
  6. Qualified personnel are subject to the requirements of the Independent Assurance Program.
- D. Documentation.** The MTRB will be responsible for maintaining documentation of all individuals qualified under its authority who perform required sampling and testing for acceptance of materials. Quality Assurance Officer shall also maintain a list of qualified individuals performing sampling and testing on projects under their supervision. Documentation retention will be for the life of the qualification.
- E. Suspension and Revocation of Qualification.**
1. The Materials Testing and Research Engineer may revoke qualification issued by the MTRB at any time for just cause. A notice of revocation will be sent to the individual, in writing, along with the individual's right to appeal revocation. Revocation is effective on receipt of notice by the individual. Reasons for qualification revocation or suspension are negligence or abuse of responsibilities. A Qualification Revocation Committee appointed by the Materials Testing and Research Engineer will review all appeals and recommend its findings to the Materials Testing and Research Engineer. The decision of the Material Testing and Research Engineer will be final.
  2. Negligence is defined as unintentional deviation from approved procedures, which may or may not cause erroneous results. Penalties for negligence are the following:
    - a. First offense of negligence will result in a letter of reprimand being sent to both the employee and the employer.
    - b. Second offense will result in a 30-day suspension of qualification.
    - c. Third offense will result in a 180-day suspension of qualification.
    - d. Fourth offense will result in permanent revocation of qualification.

3. Abuse is defined as intentional deviation from approved procedures. First offense for a finding of abuse will result in a penalty ranging from a one-year suspension to permanent revocation of an individual's qualification. Any subsequent finding of abuse will result in permanent ineligibility for any future type of (MTRB) qualification.
  4. Revocations or suspensions for abuse or negligence, in one module, will be considered revocation or suspension in all modules held by the individual.
  5. If warranted, the Materials Testing and Research Engineer may deviate from the above penalties.
- F. Rights and Responsibilities.** Qualification carries inherent rights and responsibilities. These rights include being exclusively sanctioned to perform sampling, testing, and reporting of test results for the Material Quality Assurance Program. These responsibilities include performing and reporting tests, with accuracy and precision expected of the qualified individual, according to required test procedures. The qualified individual shall also be aware that both State and Federal laws may govern construction projects, including Title 18, United States Code, Section 1020, that in brief, states that anyone making falsifications on Federal-aid projects "shall be fined not more than \$10,000 or imprisoned not more than five years, or both."