

### MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



### INDEPENDENT ASSURANCE PROCEDURAL (IAP) CHECK PROCESS

IAP's will be recorded on the individual instead of on contract bid items associated with requirements. IA Procedural Check's will be effective for a one-year period.

Navigation - Person Overview

- 1. Enter a partial last name in the **Search** box to filter the list
- 2. Click on the Last Name link for the desired individual
- 3. Click the Person Qualification link
- 4. Click on the Tester tab
- 5. Click on the Select Testing Qualifications button
- 6. Enter IAP in the Search field
- 7. Click on the appropriate IAP qualification (IAP Asphalt, IAP Concrete, IAP Density)
- 8. Click the Add to Tester button
- 9. Expand the chosen qualifications (click on >).
- 10. Select the **Effective Date** from the calendar popup (Date of evaluation)
- 11. Select the **Expiration Date** from the calendar popup (1 year from effective date)
- 12. Enter Certificate # (can be found at <a href="https://www.mdt.mt.gov/business/contracting/waqtc-search.aspx">https://www.mdt.mt.gov/business/contracting/waqtc-search.aspx</a>)
  - a. Note: If the person you were performing an IAP on is NOT certified or does not have the proper safety certificate for running the density gauge, contact the QA Unit at mdtmaterialsqa@mt.gov IMMEDIATELY.
- 13. Select a **Status** of *ACTIVE* if individual passed all methods performed. Select a **Status** as *PENDING* if an individual failed any single method performed.
- 14. Continue to the correct section for **Passing**, **Failing** and **Follow-Up** IAP's. Enter all individual methods assessed during observation.

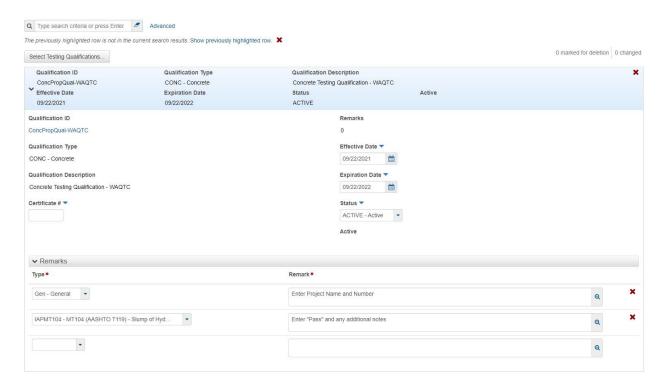


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#### **PASSING IAP'S**

- 1. Under the **Remarks** section, select **General** from the **Type** dropdown list and enter the project name, number, and the name of the observer in the remarks.
- 2. Choose the correct test from the **Type** dropdown and record any notes. Add all appropriate tests as a remark row.
- 3. Click Save



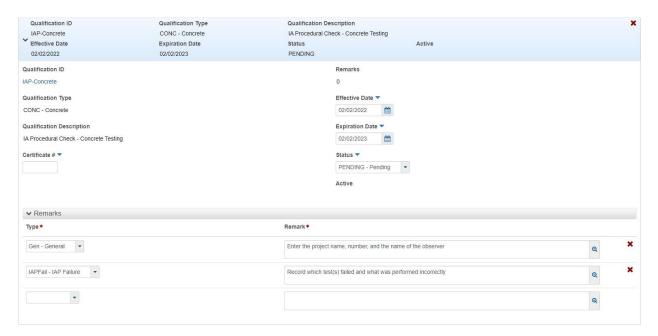


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#### **FAILING IAP'S**

- 1. Under the **Remarks** section, select **General** from the **Type** dropdown list and enter the project name, number, and the name of the observer in the remarks.
- 2. Then choose **IAPFail** from the **Type** dropdown, record which tests were failed and what was performed incorrectly.
- 3. If multiple test methods are observed, then choose the correct test from the **Type** dropdown and record any notes. Add all appropriate tests as a remark row.
- 4. Click Save.



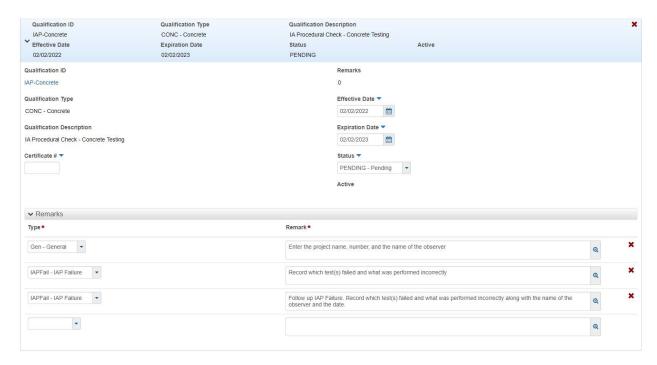


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#### **FOLLOW-UP IAP**

- 1. Open the Failing Record that triggered a Follow-up IAP.
- 2. If the follow up observation PASSES:
  - a. change the status from *PENDING* to *ACTIVE*.
  - b. Select the correct test(s) from the **Type** dropdown and record any notes along with your name and date.
- 3. If the follow up observation FAILS:
  - a. Select **IAPFail** from the **Type** dropdown and record which tests were observed and not performed appropriately. Include your name and date.
- 4. Click Save.



Contact the QA Unit for assistance at mdtmaterialsqa@mt.gov