

Other Required HMA Acceptance Responsibilities			
Duty	Task	Performed By / REQ'D. CERT.	Minimum Frequency
1. Qualify Laboratory.	- Check condition of test equipment. - Check equipment calibration records. - Check for current test methods.	District Materials HMA I	Every Two Years
2. Observe Plant Calibration.	- Check for proper procedures per IM 508. - Check for approved JMF. - Check stockpile certifications. - Check plant settings.	District Materials HMA I	As Per DME
3. Materials Certifications.	- Check for approved aggregate sources. - Check certified aggregate truck tickets. - Check for approved asphalt binder source. - Check certified asphalt binder truck tickets. - Check for approved release agents per IM 491.15.	District Materials HMA I	Check at Time of Calibration and When Material Changes
4. Documentation.	Review entries in Plant Book for certified quantities of materials.	Construction HMA I	Weekly
	- Review plant calibration. - Review job mix formulas.	District Materials HMA II	At Startup of Each Mix
	- Review entries in the Daily Plant Report. - Review entries in the Plant Book. - Review entries in Plant Program for pay quantities.	Construction HMA I	First Day and Weekly Thereafter
	Review quality control charts.	District Materials HMA I	Weekly
	- Obtain files of project documentation: - Daily Plant Reports - Correlation Summary Sheets - Quality Control Charts - Delivery Tickets - Submitted Forms	Construction	At End of Project
5. Inspect Stockpiles.	- Observe stockpiling procedures per IM 508. - Check for segregation. - Check for contamination. - Check for intermingling of stockpiles.	District Materials HMA I	First Day and Weekly Thereafter

