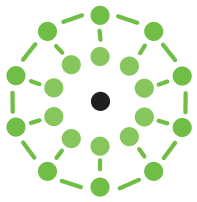


PAVING CREW SELF REPORTING



**OKLAHOMA ASPHALT
QUALITY INITIATIVE**
COMMUNICATION • EDUCATION • COMMITMENT



In order for the plant/crew to be considered compliant with OAQI regulations, forms must be completed no later than June 1st.

PARTICIPATION AND RENEWAL

Participation is mandatory as stated in the OAPA By-Laws and is renewed annually. Each plant site and laydown operation is submitted on an annual basis during the renewal time line. Those applications not received by the deadline will result in a member no longer being in good standing and unable to participate in the Awards Program for that year.

New Producer and Laydown members are required to have an in-person inspection within 6 months of membership approval. Renewal applications are submitted electronically January 1 - June 1.

GETTING STARTED

1. If you are a new member, you will be contacted to schedule your assessment.
2. For renewal applications, updated checklists will be distributed to all members and be available online.
3. You will be asked if you understand self-audit liability. If you do, check the box next to "I understand self-audit liability." If you do not, please contact OAPA at (405) 524-7675.
4. Check the box next to "I have read and understand the instructions."
5. All pages must be completed and all fields are required.
6. Photographs are required of the plant site or laydown operation being evaluated and all bonus point questions.

PHOTOGRAPH REQUIREMENTS

Photographs should be at least 960 x 1280 pixels. Provide three to five images showing different views of the laydown crew. One must be a "long shot," showing the crew and its surroundings. Photographs must be taken during the current membership year. To receive the bonus points on any question, you are required to provide a picture showing the objective of the bonus question.

All photographs submitted in the OAQI process become property of OAPA and may be used for marketing purposes.

PLAQUE INFORMATION

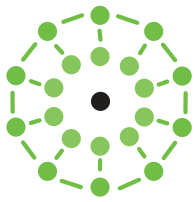
Upon completion of your first assessment, you will be provided with a plaque. Once subsequent renewals are completed, you will be mailed an updated certificate to place inside the plaque showing your current standing.

AFFIDAVITS

You must print the affidavit, gather the signatures requested, scan the completed documents and return them. Affidavits may be signed by the following individuals: an elected official (mayor councilman, representative, etc.); officer of a nearby homeowner's association; official of a local civic group (Rotary, Kiwanis, Chamber of Commerce); Boy Scout or Girl Scout leader whose troop has toured the plant; a teacher at a nearby school whose class has toured the plant, an engineer from the city or county; or an employee from ODOT or public works agency. **Affidavits are only required for first year renewals.** First time applicants are signed by the OAPA Executive Director as part of their on-site inspection.

APPLICATION SUBMISSION

Completed forms, pictures and signed affidavits, if applicable, should be returned to OAPA at oaqi@okhotmix.com.



Company			
Paving Crew Name:			
Paving Location:			Superintendent:
			Date Reviewed:
Paving Operation Comments:			

Question	Yes - 2 pts	Partial - 1 pt	No - 0 pt.	N/A	Comment
QUALITY CONTROL					
1					Was pre-paving meeting held by contracting agency?
2					Is there QC/QA Master Plan used at all times for governing paving operations?
3					Are there daily communications between QC and paving operations?
4					Is the line of authority for quality control separate from that of paving and production operations?
5					Does Quality Management System provide for paving equipment inspection as well as testing?
6					Is field testing equipment (density gauges, profilers, etc.) calibrated in accordance with established standards (ASTM, AASHTO and ODOT)?
7					Do field supervisors have access to daily test reports and productions reports? <i>(Bonus Question)</i>
8					Are all field test equipment calibrations on file and readily available for review?
9					Are field personnel qualified/certified in the proper use of field testing equipment such as field density gauges, profilograph, etc.?
10					Test strips are constructed for different mix types, foundations and/or depth to establish roller patterns and paving operations?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
----------	-------------	-----------------	------------	-----	---------

WORK ZONE SAFETY PRACTICES

11					Every crew foreman or supervisor has been trained in and has a copy of the latest edition of the Manual for Uniform Traffic Control Devices (MUTCD) or a set of project plans?
12					Every crew member wears ATSSA approved apparel on the job site?
13					Safety meetings are held at least every week for each crew?
14					Work zones are inspected on a regular basis to make sure all safety barriers, signs, etc. are properly placed and give clear instructions to the traveling public?
15					Each crew has one member that is ATSSA certified? <i>(Bonus Question)</i>
16					When applicable, a traffic control plan is developed and strictly adhered to for each project?
17					Every crew has at least one member with first aid and CPR training?
18					All equipment has functioning backup alarms (sound and/or sight)?
19					Dump, tack and traffic control trucks are equipped with backup video cameras and /or sonic detectors? <i>(Bonus Question)</i>
20					Lighting for night paving meets or exceeds ATSSA recommendations?
21					All rollers are equipped with roll-over protection (ROPS)?
22					All crews are trained in best practices for safety devices and procedures for equipment maintenance and repair?
23					All sampling and testing personnel (QC) trained in proper safety procedures for work zone? <i>(Bonus Question)</i>
24					Contractor utilizes off-duty Oklahoma Highway Patrol Troopers as part of their traffic control and work zone safety program? <i>(Bonus Question)</i>

SITE PREPARATION & PLANNING

25					The paving site is inspected for elevation and grade, soft or yielding areas prior to paving. If deficiencies are noticed corrections are made or the owner is notified?
26					Pavement surfaces are clean and free of debris prior to paving?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
27					When tack coat is required the pavement surface is sprayed uniformly across the surface (no drilling or streaks) at the required application rate?
28					All vertical surfaces are tacked prior to paving?
29					Plant production, trucking, paving and compaction operations are planned to minimize starts and stops?
30					Milling operations are conducted to provide a smooth surface with uniform texture?
31					The asphalt plant is notified at least 24 hours in advance with the mix required, tonnages, trucking requirements, types of trucks usable and start and stop times? <i>(Bonus Question)</i>

PAVER OPERATIONS

32					A designated clean out area (can be off-site) is given to all truck drivers for each project? Trucks are not allowed to clean truck beds by discharging in front of the paver.
33					Do trucks raise their beds to break the load prior to backing up to the paver?
34					When trucks backup to the paver do they stop one to two feet in front of the paver and the paver moves forward to pick up the truck?
35					Are truck drivers instructed or given directions to raise their beds completely when 20 to 30 percent of the load remains in the truck?
36					Are live bottom trucks used in paving operations? <i>(Bonus Question)</i>
37					Are self-propelled material transfer vehicles (MTV) used in paving operations?
38					Trucking, MTV and paver speed are coordinated to keep the paver moving at a constant speed?
39					Paver inserts are used with MTV?
40					The paving equipment is operated so there is a constant flow of material to the screed and the hopper is never empty?
41					Segregation in the hopper is controlled by either: <ul style="list-style-type: none"> - Never folding the hopper during the day and cleaning out at the end of the day. - Welding a steel plate in the dead zones of the hopper. - Slowly raising wings between truck exchanges keeping material in hopper. - If you do cycle hopper wings that material should never be conveyed back until the next load is dumped on top of it.
42					Overflow guards on the hopper are in good condition and prevent spillage of mix in front of the paver?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
43					Are track material deflectors being used?
44					The paver is started and stopped smoothly, but quickly?
45					The paver is operated at a constant speed with minimum starts and stops?
46					When charging the screed, material is shoveled safely to the edges to keep a constant head of material across the auger?
47					Flow gates or feed ratios (feeder speed) are correctly set to keep a constant head of material across the screed?
48					Feed sensors, mechanical or sonic are aimed to monitor the material 18" from the end of the auger where material flows smoothly?
49					The auger height is set so the bottom of the auger is 2 to 3 inches above the level of the material passing under the screed?
50					The head of material is kept constant across the entire paving width at a depth equal to the midline of the auger?
51					The screed's angle of attack is set appropriately for the mix being placed?
52					Crews using pavers with automatic screed controls understand the proper setup and operation of the automatic screed control system?
53					End-gates are clean and float properly?
54					Auger and tunnel extensions are used to keep the distance from the end of the auger to end-gate less than 18 inches?
55					The mat behind the screed has uniform appearance and texture free of streaks and segregation?
56					The screed is inspected monthly for excessive wear or warping with either a string line or straightedge?
57					The augers are inspected monthly for excessive wear or breakage?
58					When matching longitudinal joint the fresh mix is never broadcast across the mat?
59					Transverse joints always have a vertical face and are tacked?
60					Paver is set up to construct a smooth transverse joint and smoothness is checked with a 10-foot straight edge after compaction?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
61					<p>Crews have the following minimum equipment:</p> <ul style="list-style-type: none"> - Shims to place below the screed to pulling off a transverse joint. - Shovels - Rakes - Lutes - Depth checking tool - 10-foot straightedge - Trash container
62					When allowed, longitudinal joints are constructed using practices that improve the performance of the longitudinal joint (i.e. joint sealing, wedge, cutting back, etc.) (Bonus Question)
63					At least one the paving crews has received a Quality Paving Award (national or state) within the past 18 months? (Bonus Question)

COMPACTION

64					Roller (drums) clean and round?
65					The spray system is operating efficiently with all nozzles clean?
66					Scrapers are smooth and coco mats are in good condition and in full contact the full width of the roller?
67					Rollers are operated at a speed that results in an optimum compactive effort?
68					Speedometer is working properly (scale could be mph, fpm, etc.)?
69					Are pneumatic rollers used?
70					Tires clean and free of gouges?
71					The spray system is operating efficiently with all nozzles clean?
72					Scrapers are smooth and coco mats are in good condition and in full contact the full width for each tire?
73					Proper tires for asphalt applications are used and inflation is measured at least weekly and the inflation pressure is adjusted for the type of mix and lift thickness which is being placed?
74					Tires always skirted when the ambient temperature is 50F and falling?
75					Rollers are using best practices stopping on the hot mat?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
76					Roller patterns are given to each roller operator for each project and condition, (materials, environmental) and the roller operators work closely with QC to adjust roller patterns as necessary?
77					Rollers are staggered (offset from one another) and they arc at the end of passes?
78					Rollers overlap each pass at least six inches?
79					Rollers typically don't overlap unsupported cold joint more than six inches?
80					Paving personnel are monitoring the mat temperature?
81					Transverse joints are rolled perpendicular to traffic or at an angle?
82					Compaction procedures do not damage the mat (no checking, crush aggregate, etc.)?
83					The MultiCool or PaveCool program is used to help establish the compaction temperature window? <i>(Bonus Question)</i>
84					Intelligent compaction equipment is available and used on many projects? <i>(Bonus Question)</i>

TRAINING

85					At least 80 percent of crew supervisors (foreman and superintendents) and equipment operators including MTV operators, paver operators, screed persons and compactor operators receive an average of 20 hours of training each year, of which at least 4 hours must be in classroom or on-line course setting
86					At least 80 percent of truck drivers receive paving operations training annually? <i>(Bonus Question)</i>
87					At least 80 percent of crew laborers such as dump person and lute persons receive at least 5 hours of on-site, on-line or classroom training each year. On-site training is defined as including safety huddles, toolbox talks, individual instruction from a supervisor, cross-training for additional position?
88					Is there continual roadway technician education and training program?
89					I affirm that the paving crew has met the minimum training requirements set forth in questions 86 and 88 of this checklist? Signed: _____

SCORING*

Possible Points		Your Score	
Base Questions:	152	Your Base Score:	
Bonus Questions:	24	Your Bonus Score:	
		N/A Points:	
Total Points Possible:	176	Your Total Points:	

**Your official scoring will be determined once all information has been submitted to OAPA and will be included with your completion certificate.*

80% SCORE REQUIRED FOR OKLAHOMA ASPHALT QUALITY CERTIFICATION

YOUR SCORE:
%

PAVING CREW AFFIDAVIT

- I have read and understand the instructions.
- I understand self-audit liability.
- I hereby certify that this self-assessment and all information provided is accurate and true, and that all photographs were taken during the current membership year.

AFFIDAVIT INSTRUCTIONS:

All OAQI mailings will be sent to the Division Manager, unless an alternate contact is listed below. An outside third party signature is required for all new and first renewal applications. Please see instruction document for further guidance. No outside third party signature is required for second year renewals and beyond.

COMPANY INFORMATION

Company Name:	
Name of Paving Crew:	
Address/Location of Work:	

PAVING CREW SUPERINTENDENT

Print Name:	
Signature:	
Date:	
Phone:	
Email:	

DIVISION MANAGER/EXECUTIVE

Print Name:	
Signature:	
Date:	
Office Mailing Address:	
Phone:	
Email:	

OUTSIDE THIRD PARTY:

Print Name:	
Signature:	
Date:	
Third Party Title:	
Organization Name & Mailing Address:	
Phone:	
Email:	

ADDITIONAL CONTACT INFORMATION:

Print Name:	
Office Mailing Address:	
Phone:	
Email:	



**OKLAHOMA ASPHALT
QUALITY INITIATIVE**
COMMUNICATION • EDUCATION • COMMITMENT



**OKLAHOMA ASPHALT
QUALITY INITIATIVE**
COMMUNICATION • EDUCATION • COMMITMENT

3500 N. Lincoln Blvd
Oklahoma City, OK 73105