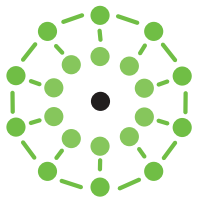


ASPHALT PLANT SELF REPORTING



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



In order for the plant/crew 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 plant and site. One must be a "long shot," showing the plant/site and its surroundings. One must be of the truck load-out in operation, and one must be of the plant entrance. 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

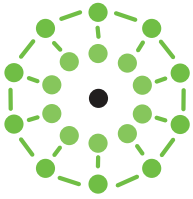
Upon completion of your first assessment, you will be provided with a plaque. Once subsequent renewals are completed, you will be mailed an updated certificate to place inside the plaque showing your current standing.

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 or a change in plant location.** 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			
Plant Name:			
Plant Address/ Location:	Plant Manager:		
	Date Submitted:		
Plant Operation Comments:			

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

1					Was pre-paving meeting held by contracting agency?
2					Is there QC/QA Master Plan used at all times for governing plant production? This could be covered in the Quality System Manual or the QA/QC Plan
3					Are plant controls adjusted to reflect QC test results?
4					Are there daily communications between QC and plant operations?
5					Has the asphalt plant been approved by DOT Materials Division and listed on ODOT's qualified plant list? (Mobile plant must be qualified for current location) <i>(Information Required for this Question)</i>
6					Has lab equipment calibrations been filed and updated as per AASHTO R-18?
7					Is there a continual technician education and training program?
8					Are sampling and testing procedures documented, reviewed, and updated continuously?
9					Are action limits (warning levels and shutdown levels) defined for critical mix properties and acted upon when needed?
10					Is the line of authority for QC separate from that for plant operations?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
11					Does the Master Plan include a trouble shooting guide?
12					Does it provide for plant inspection as well as testing?
13					Are start-up/shut-down, live mix switch during production, and unscheduled shut-downs procedures in place to maintain quality?
14					Is a database of test results kept in either a hard file or on an electronic file for a minimum of 2 years or after project is finalized?
15					Are control charts of test results of daily production produced and tracked?
16					Are asphalt binder certifications and tracking available for immediate reference?
17					Are all plant calibrations, lab equipment calibrations and project field testing data stored and readily available for review?

TECHNICIAN CERTIFICATION

18					Is sampling and testing conducted by a certified/qualified lab technician?
19					Is the certified/qualified technician proficiency testing current and documented according to AASHTO R-18?

LABORATORY ACCREDITATION AND SAFETY PRACTICES

20					Does the plant have access to a state accredited laboratory?
21					Does the laboratory participate in the AMRL Proficiency Sample Program?
22					Is the laboratory accredited by the AASHTO Materials Reference Laboratory? <i>(Bonus Question)</i>
23					Does plant have a sampling station adequate to safely sample the full length of the truck?
24					Are proper procedures in place for the safe use of the equipment in the laboratory?
25					Are sampling and testing personnel trained in safety of sampling all materials?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
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AGGREGATES AND RAP/RAS HANDLING

26					Do you require training for operations employees?
27					Is the stockpile area sloped?
28					Is the stockpile area paved? <i>(Bonus Question)</i>
29					Is the stockpile area covered? <i>(Bonus Question)</i>
30					Is the RAP material fractionated?
31					Are best practices being used in the handling, grinding and stockpiling of RAS?
32					Is the angle of the conveyors kept as flat as possible to minimize possible segregation?
33					Are stockpiles built in lifts?
34					Are loader operations conducted to minimize segregation and moisture fluctuation?
35					Is separation maintained between the stockpiles?
36					Is there an open line of communication between aggregate supplier, plant operations and the quality control department?

COLD FEED AND BELT SCALES

37					Are aggregate bins well maintained and free of obstructions?
38					Are cold feed rates calibrated at least annually for each aggregate and free to move?
39					Are conveyor belts and motors maintained and calibrated?
40					Are plates installed and in good condition to maintain bin separation?
41					Are scalper screens installed and maintained?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
42					Are the weigh bridges calibrated routinely and maintained?
43					Is the material build-up on belts controlled?
44					Are the belt scales protected from wind influence?
45					Are spill guards installed on the belts?
46					Are cold feed bin vibrators in good working condition?

TRUCKS AND HAULING EQUIPMENT

47					Do you use trucks to transport aggregates to stockpiles at your facility?
48					Is there communication (signage, radio, etc.) between loader, remote house and truck directing material to the proper stockpile at plantsite?
49					Are trucks unloaded and loaded using best practices to minimize segregation?
50					The truck bed clean, smooth covered with canvas/ tarpaulin and comply with legal load limits?
51					The loads are being delivered within the legal load limits off project site and on project site?
52					Are truck beds sprayed with a biodegradable approved release agent? (Ensure that an approved release agent has been used; not diesel)
53					All trucks loaded using multiple drops/loads points to avoid segregation?
54					Truck drivers are given directions to the site with designated entry and exit points?
55					Trucks are inspected each day to assure they are in proper operating condition and safety equipment is available?
56					Are trucks tarped after loading is completed and if so are the tarps in good condition?
57					All trucks covered with waterproof tarps and the tarps are sealed (folds over bed sides)? (Bonus Question)

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

58					Are tanks and lines free of corrosion and asphalt build-up?
59					Are seals in good condition?
60					Is temperature control appropriate for AC grades?
61					Is the asphalt circulation/stirring system operating correctly?
62					Are tanks, lines, valves, elbows and flanges heated properly, insulation intact and free of moisture?
63					Is the pump adequately sized for the production rate?
64					Is the pump maintained and calibrated to manufacturer's schedule?
65					Can asphalt be sampled safely in-line for drum plants after pump?
66					Is an in-line viscometer present and used?

DRYING AND MIXING

67					Are flights inspected at least quarterly for wear and replaced if needed?
68					Are procedures in place to monitor and ensure the flighting provides a complete aggregate veil?
69					Is the thermocoupling positioned for optimum monitoring of aggregate or mix temperature?
70					Are drum mixing flights/tips arrayed for optimum aggregate coating with asphalt?
71					Is the burner nozzle inspected at least annually and replaced if required?
72					Is the burner tuned for the intended temperature range for the fuel used at least annually?
73					Does fuel burn cleanly and completely?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
74					Are the burner interlocks in proper working condition?
75					Is the burner checked daily for visible emissions?
76					Is the condition of the drum wall checked at least annually?
77					Is the condition of the drive gear, ring, drive motors, gear boxes and belts checked at least weekly?
78					Are the trunions and tires inspected at least annually?
79					Is the exhaust fan capable of maintaining static pressure for the plant with extra capacity for baghouse cleaning?
80					Are additive systems operating properly? Storage, metering and calibration

AIR QUALITY / FINES CONTROL SYSTEM

Does the plant have a baghouse or wet scrubber to control emissions? <input type="checkbox"/> Baghouse <input type="checkbox"/> Wet Scrubber					
81					Are there no visible emissions from the baghouse?
82					Is the air pressure monitoring system inspected and calibrated at least annually?
83					Are there no visible emissions from the wet scrubber system or stack?
84					Is the spray and settlement for the wet scrubber system operating properly and inspected in accordance with manufacturer's recommendation and state agency requirements?
85					Is the pressure drop across the wet scrubber venturi within operating limits?
86					Is the fines return system (primary and secondary) operated properly (without interruption) for a given mix? (Bonus Question)
87					Is the fines return system calibrated at least annually? (Bonus Question)
88					Do you use weigh depletion bin to meter fines? (Bonus Question)

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

89					Is the weigh device free of debris?
90					Is the scale level and structurally sound?
91					Is the scale free and nonbinding?
92					Is the scale calibrated at the state required frequency?
93					Are scales shielded from wind?
94					Are the approach and departure levels for 10 feet or more next to the scale?

SILOS, DRAG SLATS AND LOADOUT

95					Does this plant use silos for storing mix?
96					Do the batchers drop material at the proper interval without running dry?
97					Are the doors operating properly?
98					Is the batcher inspected on a weekly basis for proper functioning?
99					Are the sprockets, bearings, idlers, and chains inspected on a weekly basis?
100					Is the slat system or bucket regularly maintained? Are slats, floor and side plates checked for wear at least monthly and are covers in place?
101					Is the silo selection and mix discharge system working properly? (transverses, chutes, flop gates, etc.)
102					Is there a waste discharge chute in-line prior to entering the silo?
103					Are silos insulated?
104					Are silos, cones and drag slats heated? <i>(Bonus Question)</i>

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
105					Are silos equipped with proper seals and are they functioning?
106					Is the appropriate level of mix maintained in the silo to prevent segregation (above top of cone)?
107					Are confined space and "Authorized Personnel Only" signs in place with functional barriers at all silo access points?
108					Are there defined safety cable points installed for safety harnesses at top of silo?
109					Is a confined space winch system installed and properly operating on top of the silo when work is being conducted in the silo?
110					Are safeguards in place to prevent dumping of material from the silo in the truck if the truck is not in the correct position? (<i>Bonus Question</i>)
111					Are silos managed to avoid segregation?
112					Are there safeguards to prevent contaminations?

CONTROL ROOM

113					Are controls capable of either weight or volumetric control?
114					Does the control system provide automatic recordation?
115					Does the control system have an alarm system for an out of tolerance condition for each mix parameter?
116					Are no-flow shutdown devices in place and functioning?
117					Is binder temperature measured, recorded and compensated for in metering system?
118					Is mix temperature measured and recorded and in compliance with job mix formula (JMF)?

PLANT SAFETY

119					Are lockout/tagout devices, including both electrical and physical, in place?
120					Is the confined space safety program (including training) documented and are the confined spaces properly signed?

Question	Yes - 2 pts	Partial - 1 pt.	No - 0 pt.	N/A	Comment
121					Are proper shrouds on fans, belts, augers and other pinch points in place?
122					Are safety trip cables installed and functioning according to OSHA or local regulatory requirements?
123					Is hazard signage in place and visible?
124					Are safety practices and training for hot material and burns posted, documented and reviewed as needed by laboratory, plant and trucking personnel?

SCORING*			
Possible Points		Your Score	
Base Questions:	230	Your Base Score:	
Bonus Questions:	18	Your Bonus Score:	
		N/A Points:	
Total Points Possible:	248	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:
%

PLANT SITE 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 and 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, unless plant location has been moved.

COMPANY INFORMATION

Company Name:	
Name of Plant:	
Address/Location of Plant:	

PLANT MANAGER

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:	



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APPLICATION SUBMISSION

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OAPA
3500 N. Lincoln Blvd.
Oklahoma City, OK 73105

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