



ERDC Materials Testing Center Information Sheet

Requirements for a Desk Audit or an Abbreviated Audit Rather Than Full Inspection for Commercial Laboratories

Commercial laboratory validation criteria and Corps of Engineers Mission pertinence are set forth by ER 1110-1-261, Engineering and Design; Quality Assurance of Laboratory Testing Procedures; mandate of Materials Testing Center and procedures to perform audits and inspections are set forth by ER 1110-1-8100, Engineering and Design; Laboratory Investigations and Testing.

General:

- Inspection by AASHTO Material Reference Laboratory (AMRL)
or
- Inspection by Cement and Concrete Reference Laboratory (CCRL)
or
- both.

A desk audit can only be used to validate procedures inspected by AMRL/CCRL. If additional procedures are needed for Corps work, a full on-site inspection is necessary.

Documentation needed for desk audit:

- AMRL and/or CCRL inspection reports for the current and previous two-year inspection periods;
- Letters to AMRL and CCRL documenting the corrective action taken on all deficiencies that were found during the inspections or a letter describing to the MTC the corrective actions taken if AMRL and CCRL were not contacted;
- Current edition of the laboratory's Quality Manual;
- Results of required equipment calibration and validation;
- Results of internal audits and documentation of corrective action;
- Results of on-the-job training;
- Results of competency check for all field and laboratory material testing personnel;
- Results of proficiency sample testing and documentation of corrective action;
- Latest Corps of Engineers project file including data sheets and final report;
- Copy of title page of latest ASTM Annual Book of Standards, Vol. 4.02 and 4.08, as applicable;
- A note stating which ones of the above are not available and briefly why.

Cost for a desk audit is \$4,500. For a laboratory with a current AASHTO accreditation, an abbreviated audit costs \$2,500. The cost of a typical full on-site inspection varies from **\$6,500 to \$9,500 depending on travel expenses** and the scope of inspection services. After validation, a laboratory can add a maximum of four procedures for \$650 each if an MTC inspector and the Director, Materials Testing Center, agree that submitted evidence of proper compliance to the Standard is sufficient. Fees can be paid by Corps District reimbursement or by the laboratory after preparation of a signed Testing Services Agreement (TSA).

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