Company Letter Head

Company Name

Company Address

Company City

Company Telephone Numbers

Company Fax Number

Quality Control Plan Outline

1. Person responsible for quality control:  
   Name(s)  
   Cell phone number  
   Lab number
2. Person responsible for QC testing:  
   Name(s)  
   Cell phone number  
   Lab number
3. Attached is an organizational chart indicating lines of authority, including names and phone numbers. **Page 2**
4. Attached is a summation or resume showing the qualifications of the QC tester. **Page 3**
5. Attached is a discussion of the Company’s Quality Control Plan details including, but not limited to the items listed in 410.04, paragraph 2, number 5. **Page 4**

Company Organizational Chart

Phone numbers of each person listed in Organizational Chart.

Attach or discuss the resume or summation of qualifications for each QC tester.

**Quality Control Plan Details (Example)**

Company Name Date

Company Address

Project

Additional Information For QC Plan

1. Pit Operations  
   Type of crusher to be used and a list of all other equipment.  
   List the legal descriptions for all aggregate sources.  
   Methods used to control uniformity, reduce segregation, etc.  
   Describe how they plan to build piles to reduce segregation and maintain uniformity.  
   Screening operation to produce required aggregate blend and fractured faces.  
   Crushing operation to produce required aggregate blend and fractured faces.  
   How is the pit being used to efficiently utilize the aggregate resources.  
   Any additional information that is available about pit operations.  
   Where they plan to test the aggregate ‘at the pit or another site’.  
   A complete file of the Lab equipment calibration records kept in the lab.  
   A list of all aggregate tests and their frequencies as per specification.  
   Describe in detail where and how they get aggregate samples.  
   Describe in detail how they plan to ensure that the engineer will have copies of the test results for each stockpile of aggregate that will be incorporated into the mix by noon of the following day the tests are completed.  
   Who and where are they going to do the trial mix design.  
   Correlation on specific gravities: discuss process.
2. Plant Operations  
   Attach schematic of plant, including direction of truck travel. **Page 6**  
   Describe plant operation, number of bins and material in each bin, plant type, type of paver and rollers, type and number of trucks for mix hauling, etc.  
   Describe in detail the types of device used to measure oil cutoff.  
   Attach schematic of plant site including stockpiles. **Page 7**  
   Describe the plant site details including which stockpiles are being used, which ones are not being used, number of bins for each component, etc.  
   Describe in detail how they plan to work the stockpiles and fill the bins to reduce segregation and maintain uniformity.  
   Statement indicating that the NDDOT will be notified of any changes in the bins or stockpile operations and procedures.  
   Any additional information that is available about plant operations.
3. Testing  
   Statement confirming that the specifications will be adhered to for sampling and testing procedures, frequencies, etc.  
   List any labs that will test material from the project.  
   A complete file of the Lab equipment calibration records kept in the lab.  
   A plan that ensures a DOT representative will be on hand to witness all the plant operations such as sampling, coring, cutoff, recording, etc.
4. Any additional information that is available about testing.
5. Corrective Action  
   Discuss how the Contractor’s QC program will respond to the need for corrective action as outlined in 410.04 Q for Superpave projects. Include what happens when sample fails, when moving averages are trending toward limits, when air voids are out of specification, etc. Circumstances that will require setting new targets.  
   Any additional information that is available about corrective action.

**Schematic of Hot Mix Plant Site.**

Project

Date

Bitumen Storage

N

Bins

Drum

Bag House

Control House

Out Road Silo

Lab

State Lab

In Road

**Stockpile Locations**

Project

Date

1 2 3

1. N

Hot Mix Plant

1. 5/8 Rock
2. Natural Fines
3. Crushed Dust
4. Washed NF