

WAQTC Field Operating Procedure Library Work Plan



Most of this effort will be outside the established committee 'in person' semi-annual meetings.

1. An agency or agencies (champion(s)) wants to propose a method
 - a. The draft must be created around an AASHTO procedure
 - b. The procedure must be consistent with mission of this group
2. Initial submittal: draft short form is sent to the QAC with adequate time for review and balloting prior to an established meeting
 - a. QAC members will provide feedback and comments to the champion(s)
 - b. All corrections and responses to feedback will be made.
 - c. Corrected procedure will be 'balloted' at least one month before the meeting
 - d. Vote yes, no, or abstain
 - i. A no vote requires an explanation.
 - ii. Abstention is appropriate if QAC representative's agency is not intending to use the FOP.
3. FOP meeting - ballot response and final disposition
 - a. All no votes are discussed and found to be 'persuasive' or 'non-persuasive.'
 - b. Final editing of approved document directed by the QAC chair.
4. The QAC determines whether the test method is included in the library
 - a. Final editing of approved document directed by the QAC chair.
5. The champion(s) develop and submit further optional materials:
 - a. Student manual
 - b. Performance checklist
 - c. PowerPoint
 - d. Written exam questions (not posted)
 - e. Any optional materials are developed after the short form is accepted by a new developer(s) all the developers become co-champions
6. Maintenance of the FOP – Champion(s) are responsible:
 - a. Tracking AASHTO changes (annually)
 - b. Update FOP to remain consistent with AASHTO.
 - c. Revisions drafted for review and approval during the QAC Annual Winter Meeting
 - d. Committee review of updates
7. When a FOP champion departs from the QAC
 - a. The champion's replacement decides whether to assume these duties.

- b. If this individual will not assume the duties for the FOP
 - i. Open the position to volunteers
 - 1. Co-champions
 - 2. Other stakeholders
- c. If no champion is assigned, the FOP is 'discontinued'
 - i. Date of last revision appended to link title
- d. Removed from library after three years