

<b>OFFICE OF STATE AID ROAD CONSTRUCTION</b>			S.O.P. NO. SA II-3-9
<b>STANDARD OPERATING PROCEDURES</b>			Page 1 of 3
Subject: S.O.P. CERTIFICATION PROGRAM FOR HOT MIX ASPHALT TECHNICIANS			Distribution A, B, C, D, E
EFFECTIVE  July 1, 2005	ISSUED  July 1, 2005	SUPERSEDES Page of  S.O.P. NO.  EFFECTIVE:	APPROVED  J. Brooks Miller, Sr.  STATE AID ENGINEER

## SCOPE

The goals of this program are to provide a group of experienced technicians to design, test and monitor hot mix asphalt (HMA) mixtures used as part of the Mississippi Quality Management Program (QMP). The intent of this program is to improve the quality and performance of hot mix asphalt pavements through knowledge and understanding of the product. The program will provide for the certification for three levels of technicians. These levels include CAT-I Testing Technician, CAT-II Quality Management Technician and CMDT Mixture Design Technician.

### 1. PROGRAM ADMINISTRATION

#### 2.1. **Board of Directors**

The Certification Program will be administered by a board of directors appointed by the Joint MDOT/MAPA Specification Committee. The Board shall consist of four members. At least one member shall be a contractor representative of MAPA and at least one member shall be from the MDOT staff.

#### 2.2. **Meetings**

The Board shall schedule meetings as required to manage the program. Advanced notice of the meetings, agenda and minutes of previous meetings shall be distributed to the Board members as appropriate. Copies of all meeting minutes shall be provided to the Specification Committee.

#### 2.3. **Responsibilities**

The Board will be responsible for all operations with regards to the HMA technician certification program to include, but not be limited to, such items as: the establishment and modification of all class, laboratory training and examination programs; selection of the trainers; review of candidates' background; re-certification; and to hear and decide on all complaints about the certification program.

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## 2. CERTIFICATION STANDARDS

### 3.1. **Certified Asphalt Technician - 1 (CAT-1)**

The CAT-1 will be responsible for the daily sampling, testing, data calculations, charting and process monitoring at the HMA plant. Prospective candidates will be required to have basic math skills, the ability to use a calculator and meet one of the following experience requirements:

- i. A minimum of six (6) months of hands on experience under the supervision of a current CAT-1.
- ii. A minimum of two (2) years of current experience in the HMA industry doing Quality Control testing.

Certification will be based on the successful completion of a written examination and demonstrated competence in the required field sampling and testing program.

### 3.2. **Certified Asphalt Technician - II (CAT-II)**

The CAT-II will be responsible for the successful operations of the quality control program at the HMA plant and the necessary adjustments to the process to maintain the mixture within the required control limits. Prospective candidates shall have successfully completed the CAT-I program. The training will consist of a 2 to 4 day program of class sessions. Certification will be based on the successful completion of a written examination.

### 3.3. **Certified Mixture Design Technician (CMDT)**

The CMDT will be responsible for testing according to MDOT design procedures for the development of a job mix formula for HMA mixtures. Prospective candidates will be required to have basic math skills, the ability to use a calculator and meet one of the following experience requirements:

- A. A minimum of three (3) months experience as a CAT-1.
- B. A minimum of three (3) months experience under the supervision of a current CMDT.
- C. A minimum of two (2) years of current experience in the HMA industry doing Quality Control or Mixture Design testing.

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The training will consist of a 4-day program of class and laboratory sessions. Certification will be based on the successful completion of a written examination and the submittal of a mixture design conducted according to MDOT design procedures. Completion of the CMDT certification process will also satisfy the requirements for CAT-1 certification.

4. CERTIFICATION PROCESS

Prospective candidates shall submit a request for certification to the HMA Technician Certification Board of directors in care of the Mississippi Asphalt Pavement Association. The request must contain the certification level sought, information about the successful completion of the required prerequisites for the requested level, and the desired date for the certification. Students will be allowed one retest, if they do not pass the written examination portion of the certification process. If they do not pass the second examination, they must retake the training program offered. Students not meeting the demonstration requirements for certification will be allowed to retest after further documented experience under the supervision of a certified technician.

5. RE-CERTIFICATION

Certification shall be valid at all levels for a period five (5) years. Re-certification for active technicians (those technicians working a minimum of 500 hours at the certification level) shall consist of attendance at a one-half day review class. Re-certification for non-active technicians (those technicians working less than 500 hours at the certification level) shall consist of the technician retaking the required examination and demonstrating the required competence in testing techniques required for the certification level. Re-certification will only be required for the highest level of certification obtained.

6. CERTIFIED TECHNICIAN RESPONSIBILITIES

When the technicians sign the certification card, they acknowledge that they will conduct themselves in a professional manner at all times. This means that they will conduct all sampling and testing according to the procedures required for the materials being tested and the specific project being constructed. All test results will be calculated and reported according to the required procedures.

Failure to comply with these responsibilities may result in the suspension or loss of certification subject to the review of a panel of the technician's peers.