



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project CONSTRUCTION and MATERIALS



INDEPENDENT ASSURANCE PROCEDURAL (IAP) CHECK PROCESS

IAP's will be recorded on the individual instead of on contract bid items associated with requirements. IA Procedural Check's will be effective for a one-year period.

Navigation - Person Overview

1. Enter a partial last name in the **Search** box to filter the list
2. Click on the **Last Name** link for the desired individual
3. Click the **Person Qualification link**
4. Click on the **Tester** tab
5. Click on the **Select Testing Qualifications** button
6. Enter *IAP* in the **Search** field
7. Click on the appropriate IAP qualification (IAP Asphalt, IAP Concrete, IAP Density)
8. Click the **Add to Tester** button
9. Expand the chosen qualifications (click on >).
10. Select the **Effective Date** from the calendar popup (Date of evaluation)
11. Select the **Expiration Date** from the calendar popup (1 year from effective date)
12. Enter Certificate # (can be found at <https://www.mdt.mt.gov/business/contracting/waqtc-search.aspx>)
 - a. **Note:** If the person you were performing an IAP on is **NOT** certified or does not have the proper safety certificate for running the density gauge, contact the QA Unit at mdtmaterialsqa@mt.gov **IMMEDIATELY**.
13. Select a **Status** of *ACTIVE* if individual passed all methods performed. Select a **Status** as *PENDING* if an individual failed any single method performed.
14. Continue to the correct section for **Passing, Failing and Follow-Up** IAP's. Enter all individual methods assessed during observation.



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PASSING IAP'S

1. Under the **Remarks** section, select **General** from the **Type** dropdown list and enter the project name, number, and the name of the observer in the remarks.
2. Choose the correct test from the **Type** dropdown and record any notes. Add all appropriate tests as a remark row.
3. Click **Save**

Q Type search criteria or press Enter

The previously highlighted row is not in the current search results. Show previously highlighted row. ✖

Select Testing Qualifications... 0 marked for deletion | 0 changed

Qualification ID	Qualification Type	Qualification Description	Status
ConcPropQual-WAQTC	CONC - Concrete	Concrete Testing Qualification - WAQTC	Active

Qualification ID: ConcPropQual-WAQTC

Qualification Type: CONC - Concrete

Qualification Description: Concrete Testing Qualification - WAQTC

Effective Date: 09/22/2021

Expiration Date: 09/22/2022

Certificate #:

Status: ACTIVE - Active

Active

Remarks

0

Effective Date: 09/22/2021

Expiration Date: 09/22/2022

Status: ACTIVE - Active

Active

Remarks

Type *	Remark *
Gen - General	Enter Project Name and Number
IAPMT104 - MT104 (AASHTO T119) - Slump of Hyd...	Enter "Pass" and any additional notes



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FAILING IAP'S

1. Under the **Remarks** section, select **General** from the **Type** dropdown list and enter the project name, number, and the name of the observer in the remarks.
2. Then choose **IAPFail** from the **Type** dropdown, record which tests were failed and what was performed incorrectly.
3. If multiple test methods are observed, then choose the correct test from the **Type** dropdown and record any notes. Add all appropriate tests as a remark row.
4. Click **Save**.

Qualification ID IAP-Concrete	Qualification Type CONC - Concrete	Qualification Description IA Procedural Check - Concrete Testing	Status PENDING	Active
Effective Date 02/02/2022	Expiration Date 02/02/2023			

Qualification ID IAP-Concrete	Remarks 0
Qualification Type CONC - Concrete	Effective Date 02/02/2022
Qualification Description IA Procedural Check - Concrete Testing	Expiration Date 02/02/2023
Certificate #	Status PENDING - Pending
	Active

Remarks	
Type *	Remark *
Gen - General	Enter the project name, number, and the name of the observer
IAPFail - IAP Failure	Record which test(s) failed and what was performed incorrectly



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FOLLOW-UP IAP

1. Open the Failing Record that triggered a Follow-up IAP.
2. If the follow up observation **PASSES**:
 - a. change the status from *PENDING* to *ACTIVE*.
 - b. Select the correct test(s) from the **Type** dropdown and record any notes along with your name and date.
3. If the follow up observation **FAILS**:
 - a. Select **IAPFail** from the **Type** dropdown and record which tests were observed and not performed appropriately. Include your name and date.
4. Click **Save**.

Qualification ID IAP-Concrete	Qualification Type CONC - Concrete	Qualification Description IA Procedural Check - Concrete Testing	Status PENDING	Active
Effective Date 02/02/2022	Expiration Date 02/02/2023			

Qualification ID IAP-Concrete	Remarks 0
Qualification Type CONC - Concrete	Effective Date 02/02/2022
Qualification Description IA Procedural Check - Concrete Testing	Expiration Date 02/02/2023
Certificate #	Status PENDING - Pending
Active	

Remarks	
Type *	Remark *
Gen - General	Enter the project name, number, and the name of the observer
IAPFail - IAP Failure	Record which test(s) failed and what was performed incorrectly
IAPFail - IAP Failure	Follow up IAP Failure. Record which test(s) failed and what was performed incorrectly along with the name of the observer and the date.

Contact the QA Unit for assistance at mdtmaterialsqa@mt.gov