

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	1	1	26	2/1/2012

SUBJECT: DOTD CERTIFICATION COMMITTEE DUTIES AND RESPONSIBILITIES

- 1. PURPOSE:** The purpose of this directive is to establish the DOTD Construction and Materials Certification Committee. The function of the committee is to develop uniform policies and procedures for the training, certification, and authorization of department and industry QA/QC personnel to ensure that the workforce is capable of meeting the quality assurance aspect of the *Louisiana Specifications for Roads and Bridges* (i.e., quality control by the contractor and inspection and acceptance by LA DOTD representatives).
- 2. SCOPE:** The Administrative Manual for the LADOTD Technician Certification Training Program is developed by the Certification Committee and establishes the policies of the department for the training and testing of department and industry personnel to attain qualifications to perform QA/QC duties. This directive establishes the committee, details committee membership, and authorizes the committee to establish policies and procedures.
- 3. POLICY:**
 - A. Committee Membership:**

Committee Membership shall be approved by the DOTD Construction Division Chief. The committee shall be chaired by the Materials Engineer Administrator. The Materials Engineer Administrator is the certifying authority for DOTD. The Materials Engineer Administrator is assisted in this function by the Certification Committee, the membership of which consists of the Construction Division Chief, the Program Manager for Construction and Materials Training from the LTRC Training Office, and a district Area Engineer and/or a district project engineer, a district laboratory engineer, and a district training coordinator representing district training operations.
 - B. Membership Term:**

The district members of the committee shall serve at least a consecutive three-year term. There shall be no more than one member from any district on the committee.
 - C. Committee Operations:**

The committee shall be empowered to create, revise, or rescind policies and procedures for the training, certification, and authorization of QA/QC personnel. The Certification Committee is also charged with the approval of training personnel to conduct the certification and authorization programs in the districts.
 - D. Meeting Frequency:**

The committee shall meet as necessary to accomplish its objectives.
- 4. OTHER ISSUANCES AFFECTED:** All previous memoranda, directives, or instructions issued in conflict with this directive are rescinded.
- 5. EFFECTIVE DATE:** This directive becomes effective immediately upon receipt.

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