The majority 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. 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