

OPERATIONAL AGREEMENT
WESTERN ALLIANCE FOR QUALITY TRANSPORTATION CONSTRUCTION
(WAQTC)
TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM
(TTQP)
AND THE QUALIFICATION ADVISORY COMMITTEE (QAC)

Background. The Transportation Technician Qualification Program (TTQP) is under the leadership of the Western Alliance for Quality Transportation Construction (WAQTC). The goal of the TTQP is to provide qualified materials testing technicians and uniformity and consistency in field sampling and testing procedures in order to improve the quality of the products that we provide. These tasks will be accomplished through a technician qualification program in the following areas: Aggregate, Asphalt I and II, Concrete, Embankment & Base, In-Place Density, Embankment and Base and In-place Density, Self-Consolidating Concrete, and Sampling and Reduction. Upon successful completion of the requirements, a participant will be considered a Qualified Materials Testing Technician. In the pursuit of quality, it is agreed that the WAQTC may ask that qualification or certification requirements be developed for other areas or other quality improvement tasks be provided in the future.

Administration. Guidance on the day-to-day administration of the TTQP is contained in the WAQTC Administrative Manual. For the sake of continued reciprocity, uniformity, consistency, and the integrity of the program, all participating Agencies agree to conduct the program in accordance with the direction provided in this manual.

Name and Membership. The TTQP will have an oversight group referred to as the Qualification Advisory Committee (QAC). The QAC will consist of at least one representative each from the member Agencies of the WAQTC, who possesses knowledge in the materials field or other such area that the WAQTC feels will benefit the QAC. A cross section of suppliers, producers, the construction industry, consultants, academia, or FHWA Division office personnel may be asked to take part on an advisory basis.

The QAC will operate in conformance with the bylaws of the WAQTC and may elect officers or develop general tasks or operating procedures as needed to perform their function.

Requirements and Authority. The principal task of the QAC is to provide oversight of the TTQP. The QAC will act in an advisory capacity to the WAQTC Executive Board and will carry out tasks as assigned by the Executive Board. The QAC will meet yearly, or at any other time as is required, at a location to be agreed upon by the members. All recommendations of the QAC will require approval of the Executive Board. The QAC will review the TTQP, and all comments from that year's participants as compiled by member Agencies, and determine any changes, deletions, or improvements that are needed in the program and in the instructional materials. The QAC will prepare a draft(s), if required, of the intended changes to the program and present it to the Executive Board for approval.

Upon approval the QAC will follow the guidelines for incorporation of these changes into the program as defined in the WAQTC Administrative Manual. The QAC will also make recommendations on additional qualifications or related undertakings that would help to accomplish the WAQTC mission. As part of their oversight duties, they, a subcommittee, or agent appointed by them, will review the administration of the TTQP in each member Agency in order to maintain the integrity of the program and the basis for technician reciprocity and assure conformance to the process. A review will be conducted after the first year of operation and at a minimum every three years thereafter. The results of the findings will be reported to the WAQTC Executive Board along with recommendations.

Program Revisions. The QAC will meet by July 30 of each year, or other such time as approved by the Executive Board, for the purpose of making program revisions or updates. Proposed changes will be drafted and those approved will be incorporated into the TTQP no later than October 1, of the year in which the changes were adopted.

Expenses, Funding, and Responsibilities. Member Agencies agree to participate in any oversight, review, developmental, or administrative requirements, except as defined elsewhere in this section. The Agencies agree that participation in the normal business of the TTQP and the duties required of the QAC as an oversight group will be subsidiary to each Agency's normal operating budget. Funding for yearly operating expenses of the TTQP, if required, such as updates or additions to master copies of program products and materials, or to accomplish other essential tasks, considered beyond the basic oversight function of the QAC, will be shared among the WAQTC members. Each member will be solely responsible for the cost of implementing such updates, changes, or additions within their respective Agencies. If participating Agencies elect to collaborate in order to obtain more cost-effective pricing for the services required to effect program changes to individual Agency products or materials, the cost will be prorated among the Agencies in accordance with the respective services requested by each. Purpose, cost, and responsibilities will be defined by written agreement.

If an Agency is unable to meet its participation or funding responsibilities, the Agency's Executive Board member must notify the Chair in writing if the Agency wishes to continue to be recognized as an Accredited Contributing Member per Section 6 of the WAQTC bylaws. When payment or obligation is due, the remaining Executive Board members will meet and vote on the agency's request. The Executive Board will review the circumstances at least annually and determine an appropriate course of action. The Executive Board's decision may include temporary accommodations, adjusted responsibilities, or other measures deemed reasonable.