

WAQTC TTQP Training Materials Update Process

1. **October 1** Final Materials Delivery to Agencies' QAC members.
2. **October 15 thru May 31 (soft)** Revision proposals from agency training and exam sessions submitted to the consultant.
 - a. Consultant prepares agenda for the July meeting
3. **April 1 thru August 15** AASHTO Materials Manual Revision Releases new and revised standards
 - a. An agency member (executive or QAC) must get the revised methods and a draft of the August (Release 3) revisions and to the consultant.
4. **July 1** Consultant reviews AASHTO revisions to determine impact on training materials.
 - a. Majority of revisions from WAQTC agencies have been submitted to consultant
 - b. Consultant sends final agenda
5. **July (starting the third Monday)** QAC Annual Summer Meeting
 - a. All member agencies meet to finalize revisions to training and exam materials.
6. **August Executive Board Summer Meeting** Revisions presented to Executive Board for approval.
7. **September 6** Draft revised training and exam materials sent to the agencies' QAC members for review for errors and omissions that occurred in developing the draft.
 - a. Two-week turn around for agencies' review and comments / corrections sent to the consultant.
8. **October 1** Final materials are delivered to the agencies' QAC members.



WAQTC FOP Library Training Materials Update Process

Maintenance of the FOP Library

1. Champion:
 - a. **September** Determine if AASHTO revised the standard on which the FOP is based
 - i. AASHTO revision date change = FOP revision date change
 - b. Draft revisions to FOP
 - c. **January 1** Submit proposed revisions to QAC

2. QAC:
 - a. **January 1 through third week of January** Review proposed FOP revisions.
 - b. **January (beginning last Monday)** QAC Annual Winter Meeting
 - i. Revisions discussed, revised, and/or approved.

3. **August Executive Board Summer Meeting** Revisions presented to Executive Board for approval.

4. **October 1** FOPs delivered with final TTQP Training Materials