

# DRAFT CLAM



## Laboratory Accreditation Manual (CLAM)

### **Acme Construction Company**

Artesia Laboratory  
1234 Bulldog Street  
Championship, CA 90210

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## Yearly Update Requirements

***Copies of all updates (or entire manual) are to be given to the Caltrans IA representative every year upon lab inspection.***

1. Update lab contacts with phone numbers and email addresses.
2. Update Acme Construction Co. org chart
3. Update lab org chart with any new personnel
4. Copy current calibration records and put in Caltrans' manual copy

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### **From the IA Manual 2005:**

“The district IA staff will perform a site assessment only after the laboratory accreditation manual has been received, reviewed, and approved. The IA site assessment of the laboratory will consist of a review of the following:

1. Laboratory procedures manual (describing the methods used for recording, processing, and reporting data).
  - Quality Control Procedures (QCPs)
  - AMRL Quality Systems Manual if applicable to your lab
  - Laboratory Procedures Manual (LPM) & Laboratory Quality Control Manual (LQCM) may be combined into one document
2. Facility safety manual
  - Acme Accident Prevention Program
3. Copies of current applicable test methods.
  - Keep in binder near workstation in lab
4. Proper test equipment.
5. Calibration and service documentation.
6. Current calibration decals on all testing equipment.
7. Laboratory accreditation manual (detailing laboratory quality control, quality assurance, and equipment calibration programs).”

**DRAFT CLAM**  
**Caltrans**  
**LABORATORY ACCREDITATION MANUAL**

*Laboratory Accreditation Manual follows the guidelines outlined in the Caltrans Independent Assurance Manual, July 2005, Appendix F.*

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## 1.0 Contacts

### 1.1 Corporate Address

Acme Construction  
1234 Bulldog Street  
Championship, CA 90210  
Phone: (555) 123-4567  
Fax: (555) 765-4321

### 1.2 Ownership and Management

Acme Construction Company  
Principal Officers and Directors of the company are as follows:

<b>President and CEO:</b> Joe Bigshot	<b>Regional QC Manager:</b> Bill Testing
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### 1.3 Local Office Address

1234 Bulldog Street  
Championship, CA 90210  
Phone: (555) 123-4567

### 1.4 Local Office Management

Quality Control Manager:

Bill Testing  
(Phone: (555) 987-6543  
[Bill@acme.com](mailto:Bill@acme.com)

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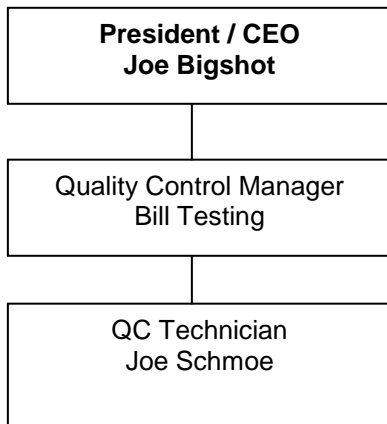
## 2.0 Organizational Chart

### 2.1 Acme Construction Company

Organization Chart for Acme Construction is attached

### 2.2 Acme Construction Quality Control

Acme Construction  
Artesia Lab Facility



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## 3.0 Quality Control Manager

### Quality Control Manager's Qualifications

- Short summary of management skills/experience here

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## 4.0 Laboratory Affiliations

TYPE OF RECOGNITION	RECOGNIZED BY	DATE
Accreditation	California Department of Transportation	2014

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## 5.0 List of Test Procedures

The following is a list of test procedures performed by the laboratory. Tests performed by this laboratory are limited to those methods for which the lab is accredited.

### ASTM Test Methods

<i>General</i>		
<input checked="" type="checkbox"/>	Viscosity @ 190 deg. C	ASTM D 7741
<input checked="" type="checkbox"/>	Caltrans Test Procedure 125	California Test 125



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## 6.0 Calibration

Testing equipment calibration, service and inventory list:

- All test equipment calibration, maintenance, and service will be documented. All calibration devices will be traceable to the National Institute of Standards and Technology (NIST).
- Calibration, maintenance, and service will be in accordance with accepted standards, manufacturer's recommendations, and applicable test procedures; intervals will not exceed one year.
- All test equipment will have a calibration decal attached. The calibration decal will have the information specified in the calibration portion of this manual.
- Equipment inventory list will include the following information: equipment name, make, model, serial or ID number, calibration date, next calibration due date, the calibrator, and acceptable tolerances. Form TL-0112, "Inventory of Materials Testing Equipment," can be used for this purpose.

Original calibration records are kept in the Current Records binder.

Copies of these records are placed in this manual.