



LC-102

**CONCRETE LABORATORY AND TECHNICIAN
CERTIFICATION PROGRAM**

This document has been issued by the CCIL Certification Office and has been approved by the Concrete Certification Program Administration Committee (CPAC).

Any inquiries about the document can be directed to:

Certification Program Manager
3410 South Service Road, Suite 104
Burlington, ON
L7N 3T2
Tel: 289.337.8888
Fax: 289.337.8889
gkermath@ccil.com

Copies of the manual are available on request from the CCIL Certification Office.

COPYRIGHT

The CCIL Certification Office holds the copyright of this document and it may not be copied for resale.

Table of Contents

1.0	Introduction	4
1.1	Background	4
1.2	Reference	4
1.3	Definitions	4
2.0	Responsibilities of the CCIL Board of Directors	4
3.0	Responsibilities of the Executive Committee of the CCIL Board of Directors	4
4.0	Concrete Certification Program Administration Committee (CPAC)	5
4.1	Duties and Responsibilities	5
4.2	Composition of Concrete CPAC	5
5.0	Certification Program Manager	6
5.1	General Duties	6
5.2	Certification Decisions	6
5.3	Laboratory Inspection Program	6
5.4	Confidentiality of the Program	7
5.5	Conflicts of Interest	7
6.0	Requirements for Certification	7
6.1	Specific Certification Requirements	7
6.2	Laboratory Relocation or Sale of Facilities	7
7.0	Suspension and Withdrawal of Certification and Appeal and Disputes of Certification Decisions	8
8.0	Complaints	9
9.0	Use of the CCIL Logo	9

Concrete Laboratory Certification Program

1.0 Introduction

1.1 Background

1.1.1 The concrete laboratory certification program is intended to provide a means of independent evaluation of the concrete testing laboratory's capabilities to test concrete materials, plastic concrete and hardened concrete in compliance with CSA Standard A283, Qualification code for concrete testing laboratories. The objective of testing concrete materials is to determine whether the properties measured are in compliance with applicable standards and project specifications.

1.1.2 The certification program is open to all concrete testing laboratories providing design, quality control and/or quality assurance services. Laboratories will be charged an annual maintenance fee and a fee for the annual audit to cover the overall costs involved.

1.2 Reference

Canadian Standards Association Standard A283-06, Qualification code for concrete testing laboratories, published in November 2006 (Reaffirmed 2016).

1.3 Definitions

- 1) Laboratory: a workplace designated for scientific testing and analysis having all the necessary equipment, facilities, and utilities.
- 2) Permanent Laboratory: a laboratory located in a non-moveable structure on a fixed foundation.
- 3) Mobile Laboratory: a laboratory located in a moveable trailer capable of being relocated, without a fixed foundation and usually connected to on-site utilities.
- 4) Certification: to attest meeting the CSA A283 standard as identified by the CCIL Concrete Certification Program Administration Committee (Concrete CPAC) and the LC-102 - Concrete Laboratory Certification Program.

2.0 Responsibilities of the CCIL Board of Directors

The Board of Directors (BoD) of CCIL is responsible for

- overall management of CCIL and approval of corporate wide procedures and policies.
- appointment of a Professional Engineer as Certification Program Manager, and
- ensuring that the annual audit of the Certification Program is scheduled, conducted and actioned.

3.0 Responsibilities of the Executive Committee of the CCIL Board of Directors

The Executive Committee is a four-member committee composed of the CCIL President, Vice President, Secretary/Treasurer, and the board member responsible for the certification program. The committee is responsible for the overall administration of the concrete laboratory certification program and handling all disputes that arise from decisions on appeals. The Executive Committee is responsible for approval of the members of the

Concrete CPAC and for determining the annual fees assessed to applicant and the certified laboratories. The Executive Committee, in consultation with the Concrete CPAC, shall have final judgement on all cases of potential conflicts of interest that have been referred to the Executive Committee by CPAC.

4.0 Concrete Certification Program Administration Committee (Concrete CPAC)

4.0.1 The Concrete CPAC reports to the Executive Committee and provides technical support for the operation of the CCIL Concrete Laboratory Certification Program. Membership of the Concrete CPAC as well as changes in the existing Concrete CPAC membership is approved by the Executive Committee and reflects the geographic aspect of the program.

4.0.2 The mandate of the Concrete CPAC is to establish and direct the technical elements of the Certification Program. The operations of the Concrete Laboratories Certification Program are managed by CCIL's Certification Program Manager. The Concrete CPAC shall provide technical direction to the Certification Program Manager for delivering the program. The Concrete CPAC is also responsible for withdrawal of certifications, based on the recommendations of the Certification Program Manager.

4.1 Duties and Responsibilities

4.1.1 The Concrete CPAC shall address all potential conflicts of interest as identified by the Certification Program Manager and refer the issues to the Executive Committee as necessary.

4.1.2 The Concrete CPAC shall monitor an on-going laboratory audit program as conducted by the Certification Program Manager. The Concrete CPAC shall review the reports from the Certification Program Manager including actions taken by the Certification Program Manager in cases of a laboratory's non-conformance to certification requirements. In cases of continued non-conformance by the laboratory resulting from an on-site inspection or a complaint, a recommendation for withdrawal of certification shall be made by the Certification Program Manager for approval by the Concrete CPAC.

4.1.3 The Concrete CPAC is responsible for the approval of all policies and procedures related to the technical requirements of the concrete laboratory and laboratory technician Certification Programs.

4.1.4 The Concrete CPAC is responsible to convene a subcommittee to hear any appeals by laboratories on certification decisions made by the CCIL Certification Office.

4.2 Composition of Concrete CPAC

4.2.1 The structure of the Concrete Laboratory Certification Program Administration Committee shall consist of the following:

- Three (3) CCIL members (including the chair),

- One (1) Provincial Government representative,
- One (1) Ready Mix Producer member
- One (1) Municipal representative

4.2.2 The CCIL members and the ready-mix producer member of the Concrete CPAC must be from firms or organizations that have CCIL certified concrete materials testing laboratories and who have a responsibility in the operation of these laboratories. The CCIL Program Manager and/or his designate shall attend the CPAC meetings.

4.2.3 The qualification requirements for the Concrete CPAC members are contained in the document “Roles and Responsibilities of Concrete CPAC and Qualifications of Concrete CPAC Members”.

5.0 Certification Program Manager

The Certification Program Manager shall be retained by the CCIL. In carrying out his or her duties, the Certification Program Manager shall represent the CCIL and shall be responsible to the Concrete CPAC for the following tasks:

5.1 General Duties

The Certification Program Manager shall:

- 1) provide reports to the Concrete CPAC on the Concrete Certification Program
- 2) provide technical support and consultation to certified or applicant laboratories.
- 3) Manage the operation of the laboratory and technician certification programs.

5.2 Certification Decisions

5.2.1 The Certification Program Manager is responsible for the decisions to carry out the Concrete Certification Program including those for granting, amending and suspending of certifications. The Certification Program Manager is also responsible for making recommendations for withdrawal of certifications to the Concrete CPAC.

5.2.2 The Certification Program Manager shall carry out his responsibilities in accordance with the certification program policies and procedures including “CCIL Procedure for the Processing of Applications for Certification”, “CCIL Procedure for Suspension, Withdrawal, Appeals and Disputes of Certification.”, “CCIL Concrete Testing Laboratory Certification Program” and “CCIL Procedure for Granting, Amending Certification”.

5.3 Laboratory Inspection Program

5.3.1 An individual qualified in inspections and audits and reporting to the Certification Program Manager shall carry out laboratory inspections in accordance with the requirements of CSA Standard A283 and other certification requirements as may be established by the CCIL Certification Office. The requirements for the selection, training, approval and monitoring of inspectors are contained in the document “CCIL Procedure for the Selection, Training, Approval and Monitoring of Inspectors”.

5.3.2 Following the inspection, the Certification Program Manager or his/her designate shall prepare a Compliance Report confirming conformance or non-conformance with the CCIL Concrete Testing Laboratory Certification Program.

5.4 Confidentiality of the Program

All information pertaining to the Concrete Laboratory Certification Program, except for the listing of certified laboratories, shall be in strict confidence between the laboratory involved, CCIL personnel, and the members of the Concrete CPAC. The Certification Program Manager shall ensure that the confidentiality of the program is maintained at all times. Specifically, the Certification Program Manager shall ensure that the identities of the laboratories under discussion by the Concrete CPAC or Executive Committee are not known to the committee members. If a laboratory chooses to challenge a certification decision, through the appeals or dispute mechanism, the committees addressing the appeal or dispute will be required to have access to sufficient information to make an informed decision.

5.5 Conflicts of Interest:

The Certification Program Manager shall bring all conflicts of interest to the attention of the Concrete CPAC at the earliest opportunity. The Concrete CPAC Chair will keep the Executive Committee apprised of all cases of conflicts of interest.

6.0 Requirements for Certification

6.1 Certification Requirements

Laboratories shall satisfy the various requirements of CSA Standard A283 and all other requirements established by the CCIL Certification Office.

6.2 Laboratory Re-location or Sale of Facilities

6.2.1 When a certified laboratory is to be moved from its location, the Certification Program Manager shall be advised in writing at least 30 days in advance of the move. For permanent facilities, a re-inspection by a CCIL Inspector designated by the Certification Program Manager shall be undertaken at the new location. A laboratory certificate for the new location will be issued upon satisfactory inspection. For mobile facilities, the re-inspection shall be conducted at the discretion of the Certification Program Manager.

6.2.2 When a CCIL-certified laboratory is purchased by a corporate entity that owns one or more CCIL-certified concrete laboratories, the laboratory which changed ownership will be deemed to continue to be certified pending a re-inspection by a CCIL Inspector designated by the Certification Program Manager

6.2.3 When a CCIL-certified laboratory is purchased by a corporate entity that does not own a CCIL-certified concrete laboratory, the Certification Program Manager will determine, based on continuity of location, equipment, and staff, whether certification will continue pending re-inspection or will be revoked. Where certification is

revoked, the laboratory will be considered as a new laboratory by CCIL and the new owner must initiate the certification process by filing an appropriate application. The laboratory will be audited at the earliest opportunity and must complete all requirements before a new certificate will be issued.

6.2.4 Information on the application and certification processes can be found on the CCIL website (www.ccil.com).

7.0 Suspension and Withdrawal of Certification and Appeals and Disputes of Certification Decisions.

7.0.1 The certification of any laboratory or laboratory technician found not to comply with the requirements of the certification program may be suspended or withdrawn. This can be based on an on-site inspection or as a result of an investigation of a complaint. Any suspension or withdrawal of certification will follow CCIL Certification Procedure for the Suspension, Withdrawal, Appeals and Disputes of Certification.

7.0.2 Suspension or withdrawal of certification may also be invoked by the Certification Program Manager for administrative reasons such as lack of timely payment of outstanding fees, or failure of a laboratory to comply with the CCIL Memorandum of Understanding. CCIL Certification Procedure for the Suspension, Withdrawal, Appeals and Disputes of Certification also applies in these situations.

7.0.3 The laboratory has the right to appeal certification decisions, such as those for the suspension or withdrawal, within five (5) business days of being advised of the decision, in person or by appropriate telecommunications to a subcommittee of the Concrete CPAC. The appeal process shall be in accordance with Section 5 of the CCIL Certification Procedure for the Suspension, Withdrawal, Appeals and Disputes of Certification. The laboratory will be notified in writing on the decision of the subcommittee within five (5) business days of the appeal hearing.

7.0.4 If after reviewing the appeal and supporting information, this subcommittee decides that certification should be restored, the certification status will be re-instated and, if necessary, a certificate will be issued and the company's name will appear on the CCIL certified laboratory list. If not, the laboratory will be advised that a second level final appeal (dispute mechanism) is available.

7.0.5 If the appeal does not result in re-instatement of the laboratory's certification, the laboratory may initiate a dispute to be presented in writing to the Executive Committee within five (5) business days of the date of notification of denial. The dispute process shall be in accordance with Section 6 of the CCIL Certification Procedure for the Suspension, Withdrawal, Appeals and Disputes of Certification. The Executive Committee will set a time and date within thirty (30) days of the date the dispute was received to study the appeal of the laboratory as well as the decision of the Concrete CPAC.

7.0.6 All costs related to the appeal and dispute mechanisms will be borne by the

laboratory or employer.

7.0.7 Withdrawal of certification will not preclude a laboratory from applying for certification at a future date.

7.0.8 CCIL and the Certification Office staff, contractors and committees shall not be liable for damages, of any nature or kind, howsoever caused, as a result of suspension or withdrawal of certification of a laboratory or technician.

8.0 Complaints

An individual or corporate identity may file a complaint relating to CCIL practices or the activities of a certified laboratory or a certified technician in accordance with the procedures described in the document “CCIL Procedure for Handling Complaints”.

9.0 Use of the CCIL Logo

The CCIL Certification Office has established policies and procedures for the correct use of the CCIL Certification logo. Certified laboratories requesting the use of the CCIL logo must enter into a Memorandum of Understanding with the CCIL Certification Office prior to its use.