

**AUTHORIZED LABORATORY QUALIFICATION REQUIREMENTS TO PERFORM
PRE-TENSIONING CALIBRATIONS FOR CALIFORNIA DEPARTMENT OF
TRANSPORTATION (Caltrans)**

1. Vendor seeking approval to perform jacking equipment and load cell calibrations for Pre-Tensioning shall provide brochures, certifications, and any other technical documentation for the following:
 - A. Current and continuous accreditation by a nationally recognized agency certifying compliance with ISO 17025 for testing laboratories and scope of accreditation for ASTM E4: Standard Practice for Force Verification of Testing Machines.
 - B. Calibration records of jack calibration equipment shall be submitted. Jack calibration equipment shall be calibrated under ASTM E74 and traceable to National Institute of Standards and Technology (NIST).
 - C. Submit one copy of a pretensioning jack calibration report. Report to show:
 - a. Gauges used in jack calibration
 - b. Calibration procedure performed per ASTM E4 (certification that the calibration is performed to ASTM Accuracy is not required)
 - c. Pretensioning jacks calibrated using 3 test cycles. Average of the forces from each test cycle at each increment
 - d. Calibration of load range capacity to be used in work
2. Once authorized, vendors are required to submit renewal documentation every two years, 30 days prior to their expiration. Renewal documentation includes, but are not limited to updates of requirements specified in sections 1.A to 1.C.
3. Submit electronic copies of the documentations to:
MaterialAdministratorMETS@dot.ca.gov
4. Caltrans will:
 - A. Review the timely submitted documentation.
 - B. Upon evaluation, send an acceptance/rejection letter.
 - C. Remove the vendor from the "Authorized Laboratories List" if it fails to renew accreditation as per the latest requirements of this list or if the vendor fails to submit all renewal documents to Caltrans prior to expiration.
 - D. Update the "Authorized Laboratories List" as per acceptance/rejection letter.

For more information, you may contact the Structural Materials Testing Branch at (916) 227-5719.