**PERSONAL INFORMATION NOTICE**

Pursuant to the Federal Privacy Act (Section 552 et seq.) and the Information Practices Act of 1977 (IPA) (Civil Code Sections 1798 et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular.

# TECHNICIAN TRAINING AND EVALUATION RECORD

Technician Name: Start Date:

| Test Method | Train/Eval Date | Test Mechanics & Performance | Test Paperwork & Calculation | Evaluated By | Results/Comments |
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All laboratory and field quality control managers or supervisors are responsible for evaluating and documenting the testing technician competency. Prior to submitting a technician for qualification and certification, and at least once a year, each technician will demonstrate the California Test (CT) and/or AASHTO test and/or ASTM test procedure for which he/she has been trained to perform. This will include test mechanics, performance, paperwork, and all required calculations. If a technician does not routinely perform a test it may be necessary to evaluate his or her competency to perform the test more often. Each technician's competency shall be evaluated prior to performing the test and prior to submittal for testing technician qualification. Copies of competency evaluations will be distributed as necessary. Competency evaluation records shall be retained as detailed in the Laboratory Quality Control Manual.

For each testing technician, the supervisor shall record the test demonstrated, test revision date, type (initial or other), mechanics, performance, paperwork, calculations, training or evaluation date, and the results of the evaluation (satisfactory or unsatisfactory). In addition, the supervisor shall sign each entry on the evaluation record.

If an unsatisfactory result is recorded for a specific test, the supervisor will document and discuss all observed deviations from the standard CT, AASHTO, or ASTM procedure with the testing technician, observe the technician re-demonstrate the test procedure, calculations, and paperwork, and record the results as indicated above.