

**STATE OF OHIO  
DEPARTMENT OF TRANSPORTATION**

**SUPPLEMENT 1092  
CERTIFICATION PROCEDURE  
FOR FABRICATORS OF SIGNS**

**JANUARY 16, 2004**

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**1092.01 Description.** This supplement defines the requirements for Fabricators/Manufacturers to become certified to provide signs to the Department. Fabricators/Manufacturers who comply with this supplement, the Construction and Materials Specifications, and specific plan requirements, will be considered certified to supply signs. Signs from Fabricators/Manufacturers who are not certified will not be accepted by the Department.

**1092.02 General.** Certified Fabricators/Manufacturers will assure all signs conform to construction, fabrication and materials requirements. A certified Fabricator/Manufacturer will:

- A. Develop shop fabrication drawings to detail all components needed to complete a sign.
- B. Understand required materials specifications; order materials meeting all required specifications; accept all materials based on actual certified test data after verifying the test data meets the correct specification requirements.
- C. Perform any actual physical tests using an independent or ODOT approved (see footnote 1) laboratory, including mechanical, dimensional or chemical, to conform to materials specifications and document compliance.
- D. Establish a minimum quality control system to include, shop drawing to design drawing checking and verification; materials ordering, acceptance and documentation certification to specification and plan requirements; fabrication

process quality control inspection checklists and documentation; final product inspection checklist and repair processing before sheeting application; sheeting surface preparation requirements, quality control requirements, checklists and documentation; sheeting materials acceptance; sheeting materials application and applicator acceptance; sheeting application quality control and documentation; final acceptance quality control and final documentation to the project.

- E. Certify all individual components provided by the Fabricator/Manufacturer to the contractor for use on the ODOT project. Individual fasteners, bolted connections, hangers, etc., supplied assembly items that are either used by the Fabricator/Manufacturer to assemble or fabricate the sign or supplied to the contractor to assemble the sign are the responsibility of the Fabricator/Manufacturer to assure compliance to specification requirements, including records documentation.
- F. Keep documentation for three (3) years from date certified including; certified test data, quality control records, physical test results, shipping documents and any other involved quality control documentation.

**1092.03 Fabricator/Manufacturer Certification Procedure.** Submit a letter to the Administrator, Office of Materials Management (OMM) requesting inclusion into the program. Assure the letter is signed by a company representative having the legal authority to bind the company to this supplement's requirements. Include:

- A. The legal name of the company.
- B. Location and address of the company where the materials will be stored and shipped from.
- C. A statement that the company read and understands the responsibilities of a certified Fabricator/Manufacturer.
- D. A statement that warrants the Department against costs involved in corrective action due to inclusion of non specification material.
- E. A quality control representative's (QCR) name. The QCR will be the Department's point of contact and is accountable for day to day compliance to the Quality Control Plan (QCP).
- F. A list of the items (1092.04) the Fabricator/Manufacturer will be supplying under certification.

**1092.04 Fabricator/Manufacturer Quality Control Plan.** Submit a Quality Control Plan (QCP) for approval. Include as a minimum:

- A. Procedures for developing the actual shop drawings; checking the accuracy of the shop drawings; and verifying the final shop drawings comply with the design drawings.
- B. Methods of materials ordering, acceptance and documentation certification to specification and plan requirements.
- C. Methods of ordering, accepting and documenting, assembly components, fasteners, hangers, and other manufactured components used in the fabrication or included for shipment.
- D. Fabrication process quality control inspection checklists and documentation.
- E. Sheeting surface preparation requirements, quality control requirements, checklists and documentation.
- F. Sheeting materials acceptance.
- G. Sheeting materials application and applicator acceptance.
- H. Sheeting application quality control and documentation.
- I. Final quality control acceptance and documentation.
- J. Procedures and methods for tracking all inspection, materials and fabrication records to the materials delivered to a specific project.

**1092.05 Quality Control Plan Acceptance.** The Department will review the Fabricator/Manufacturer submitted QCP within 30 days of receipt. OMM will accept, accept as noted or reject. Rejected QCPs may be revised and re-submitted. Revise and resubmit accepted as noted QCPs for record.

There is no standard QCP. QCP development is each Fabricator's/Manufacturer's responsibility. OMM will not provide standard plans for use. QCPs above the minimums are encouraged to assure a quality operation. OMM will meet with any Fabricator/Manufacturer to help them eliminate multiple submittals due to misunderstanding and communication issues.

**1092.06 Fabricator/Manufacturer Yearly Requirements.** The Fabricator/Manufacturer will yearly re-submit the QCP under 1092.04 for re-approval. Quality assurance inspections performed during the year will be evaluated versus the year's quality control plan to determine if changes are needed.

The yearly submittal will include any Fabricator/Manufacturer proposed changes and those changes will be highlighted and an explanation provided for each change.

The year's revised QCP will follow the approval requirements of 1092.05

**1092.07 Shipping of Certified Materials to a Project.** Ship certified materials to projects using the TE-24 electronic documentation program. Provide a bill of lading with any TE-24 defining the individual components incorporated in that certified shipment. Certification covers the materials listed, either directly on the TE-24 or by bill of lading. Transfer TE-24s between certified suppliers will not be allowed.

Fabricators/Manufacturers not currently on the TE-24 system should access the Department's web site for application information [<http://www.dot.state.oh.us/testlab/applists/vWarehouse/odotvw.htm>] or call OMM at 614-275-1300.

**1092.08 Quality Assurance and Loss of Certification.** Random inspections will be performed. ODOT quality assurance inspectors (QAI) will check testing procedures, QCP compliance, and documentation at certified Fabricators/Manufacturers. Random samples may be pulled and will be tested by OMM, if applicable. Random inspections may also be performed at the project site for conformance to the certification program and drawings. The QAI will have access to all plant areas engaged in the acceptance, fabrication, testing, storage, and shipment of components produced for the Department.

During inspections the QAI will note all non-conformance items on the Department's rating form created from the approved QCP. A rating of 90% or less will mean removal from certification.

The following non compliance items may mean automatic removal:

- A. Non specification materials used in a component for the Department.
- B. Shipment of materials without final inspection documentation.
- C. Falsification of any quality control documentation.

Items except C are appealable to the Administrator, Office of Materials Management. There will be no grace period for removal.

**1092.09 Re-certification.** Removal will be for a minimum of 180 days. Upon completion of the 180 days a Fabricator/Manufacturer may re-apply for certification.

#### *Footnotes*

*(1) Any laboratory that is independent of the certified Fabricator/Manufacturer will be approved by the Department. That approval will require demonstration of the capability to perform any testing required, evaluation of the capability of the technicians, and possible comparison testing to evaluate results.*