

**STATE OF OHIO
DEPARTMENT OF TRANSPORTATION**

**SUPPLEMENT 1094
CERTIFICATION PROCEDURE
FOR FABRICATORS OF SIGNAL SUPPORTS AND STRAIN POLES**

July 20, 2012

1094.01 Description

1094.02 General

1094.03 Fabricator/Manufacturer Certification Procedure

1094.04 Fabricator/Manufacturer Quality Control Plan

1094.05 Quality Control Plan Acceptance

1094.06 Fabricator/Manufacturer Yearly Requirements

1094.07 Shipping of Certified Materials to a Project

1094.08 Quality Assurance and Loss of Certification

1094.09 Re-certification

1094.01 Description. This supplement defines the requirements for Fabricators/Manufacturers to become certified to provide signal supports and strain poles 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 signal supports and strain poles. Signal supports and strain poles from Fabricators/Manufacturers who are not certified will not be accepted by the Department.

1094.02 General. Certified Fabricators/Manufacturers will assure all signal supports and strain poles 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 total signal support or strain pole.
- 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; welding procedure and welder qualification and certification; fabrication process quality control inspection checklists and documentation; final product inspection checklist and repair processing before coating application; coating surface

preparation requirements, quality control requirements, checklists and documentation; coating materials acceptance; coating materials application and applicator acceptance; coating 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 signal support or strain pole or supplied to the contractor to assemble the traffic signal support is the responsibility of the certified 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, coating records, shipping documents and any other involved quality control documentation.

1094.03 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 statement that no supplied steel or iron products are from foreign sources or that any fabrication process has been performed in a foreign location including coating.

F. 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).

G. A list of the items (1094.04) the Fabricator/Manufacturer will be supplying under certification.

1094.04 Fabricator/Manufacturer Quality Control Plan. Submit a Quality Control Plan (QCP) for approval. Include as a minimum:

A. The 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. Welding procedures and welder qualification and certification.
- E. Fabrication process quality control inspection checklists and documentation.
- F. Final product inspection checklist and repair processing before coating application.
- G. Coating surface preparation requirements, quality control requirements, checklists and documentation.
- H. Coating materials acceptance (see footnote 2).
- I. Coating materials application and applicator acceptance (see footnote 2).
- J. Coating application quality control and documentation (see footnote 2).
- K. Final quality control acceptance and documentation.
- L. Documentation procedures and methods for tracking all inspection, materials and fabrication records to the materials delivered to a specific project.

1094.05 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.

1094.06 Fabricator/Manufacturer Yearly Requirements. The Fabricator/Manufacturer will yearly re-submit the QCP under 1094.04 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 in the quality control plan.

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 1094.05

1094.07 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.

www.dot.state.oh.us/Divisions/ConstructionMgt/Materials/Pages/ODOT-Virtual-Warehouse.aspx

or call OMM at 614-275-1300.

1094.08 Quality Assurance and Loss of Certification. Random inspections will be performed. ODOT quality assurance inspectors (QAI) will check testing procedures, QCP compliance, actual dimensions and coating thicknesses, 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 sight 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.

If the supplier disputes the validity of Department test results the supplier must notify the Department within 15 days of receiving results in writing. The Department will conduct a review of equipment operation and calibration and invite the supplier to witness the applicable testing procedures. The Department will conduct the investigation in a manner it chooses to best isolate the cause of possible comparison problems which may include conducting testing on Department and supplier equipment with Department and supplier technicians. The Department will analyze results and give them to the supplier.

If original Department test results are validated then they will stand. If Department testing is found to be in error, the Department will make a determination as to whether re-sampling and/or re-testing will be performed; whether an alternative test value (if available) will be accepted and used (i.e. in the case of verification testing); or if some other method of re-evaluating the material in question will be used.

Fabricators/Manufacturers not conforming with their QCP and/or specifications may lose their certification. Criteria for loss of certification is:

- A. Three (3) non-compliance items in a single QA inspection of a fabricator/manufacturer
- B. Any single non-compliance item repeated three (3) times in any nine (9) month period
- C. Two (2) non-compliance items in two (2) consecutive QA inspections

Items 1 through 3 defined by the Department as non-critical or unusual may allow the fabricator/manufacturer retention of certification but will require revising their QCP: providing additional training for their QCR; and/or re-demonstrating understanding of the QCP process

The following non compliance items may mean automatic removal:

- D. Non specification materials used in a component for the Department.
- E. Documented coatings not meeting specifications, having no quality control checks; checks not meeting specification minimums; or inspection checks less than 80% of coating minimums.

- F. Use of foreign steel or iron materials or fabrication and coating of those materials at foreign locations.
- G. Shipment of materials without final inspection documentation.
- H. Falsification of any quality control documentation.

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

1094.09 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.*

(2) *Documentation for coatings will require actual test data of applied thicknesses, not just certification.*