



CCIL Certification Office
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12 December, 2019

To: All CCIL certified Concrete Laboratories

CCIL Letter #3 for the Implementation of CSA Standards A283:19 and A23.1:19/A23.2:19

Dear CCIL Certified Concrete Laboratory:

This is the 3rd letter pertaining to CCIL's implementation of the new edition of CSA Standards A283-19 and A23.1:19/A23.2-19 for the Concrete Certification Program.

Implementation:

CCIL has now discussed and confirmed the 2020 audit requirements with the CCIL inspectors and has detailed our expectations below for your information and preparation.

Technician Certification Requirements

There are several new clauses in CSA Standard A283-19 related to the roles and responsibilities of the Supervising Professional with respect to the certification of technicians. CCIL does not provide training or training material for technicians. In accordance with Clauses 5.2.1.1 b) and 5.2.2.2 e) it is the responsibility of the laboratories to train and maintain competent testing personnel and ensure that all concrete tests are done by certified technicians.

1. In accordance with CSA standard A283-19 clause 5.2.1.1 b) and clauses 5.2.2.2 e) & f), CCIL will require the Supervising Professional to ensure and confirm the following prior to the date of certification; a) the technicians listed for certification are adequately trained and capable of following the specified test procedures; and b) the Supervising Professional has, in the recent past, reviewed the test procedures with the technicians to be certified.
2. CCIL has reviewed our technician certification practices in relation to the industry standards and requirements and made adjustments to the marking structure for written and practical exams.
 - a. Technicians will now be required to pass each individual test method within a category to be certified for a given category (Basic Concrete Type Q, Concrete Aggregate Type R and/or Advanced Concrete Type S).

- b. There will be no change for the five deficiencies allowed on a Practical Field Exam, but the technician will now be required to have no more than one deficiency on each of the 5 test methods i.e. (1C, 3C, 4C, 5C and 17C) for Basic Concrete Field Technician Certification. This change is to comply with the requirements of CSA A283-19 clause 5.2.1.4 and to ensure that all certified technicians are competent to perform each test method correctly. Training records will also be required and will now be requested for review during annual audits by inspectors.
3. Copies of valid technician certification such as CCIL field technician cards, CCIL technician certification results letters for laboratory technicians, or ACI records of certification, will be requested for review during annual audits.

Each individual performing a test under the laboratory's certification must have a valid technician certification for that test. The laboratory must have technicians certified for each test on the Laboratory Certificate.

Audit Requirements

In addition to the above mentioned training records CCIL inspectors will request to review the Supervising Professional's Monthly Sign-off form. CCIL has suggested a format but each laboratory should develop a system that meets its needs and can be reviewed during the annual audit. CCIL's interpretation of the CSA A283-19 Clause 5.2.2.2 n) requirement "complete a documented monthly sign-off, confirming the responsibilities in Items a) to m) have been carried out." is a signature or initial of the Supervising Professional each month confirming each of the required items has been met. Digital signatures will not be permitted for this record. A new Monthly Sign-off form #2 has been developed for laboratories that prefer to have a new page each month allowing more detailed notes to be recorded.

2020 Concrete Certificate

A reminder that prior to the 2020 Laboratory Certificate being issued the "2020 Concrete Certification Application" must be submitted through the portal and approved, as well as payment of the 2020 annual fees. As indicated in our previous letters, starting January 1, 2020 all concrete laboratories will be certified to the new 2019 standards: Type Q, R and S.

Change of Supervising Engineer to Supervising Professional:

There are a few notes of clarification concerning the requirements for Supervising Professional on the application.

The cover letter required from the Supervising Professional is to describe in their own words how their knowledge and experience gives them the:

- a. ability to assess the validity of concrete test results;
- b. ability to identify the impact of potential sources of error and bias; and
- c. working knowledge of the use of the equipment and procedures for each test the laboratory is certified to undertake, within the laboratory and in the field,

This requirement is found in CSA A283-19 clause 5.2.2.3, and is included as item J of the Letter of Undertaking.

The license to practice engineering that is requested by CCIL is for the Supervising Professional, not the company. It is worded this way because of the different licenses available in each province.

The resume of the Supervising Professional must specifically list a minimum of 2 year concrete experience and should list their current role as Supervising Engineer if applicable.

Correction to Certification of Additional Test 15A:

CCIL will not at this time be certifying concrete laboratories for CSA A23.2-15A Petrographic Analysis, although it is listed in CSA A283-19 as an additional test for Concrete Aggregate (Type R). CCIL has a PN technician certification program for the MTO standard for examination of coarse aggregate, LS 609, which will continue to be offered for Type D aggregate laboratories.

Submission of Report forms:

In accordance with clause 5.4.4 of CSA Standard A283-19, CCIL will require laboratories to provide copies of report forms for each test method included in their certification to the inspector, commencing January 1st, 2020. All required information listed in each test method must be on a report that is provided to the client.

Allowance for Shared Equipment:

The revision to CSA Standard A283-19 includes the addition of clause 5.3.5. CCIL will therefore allow equipment to be shared between certified laboratories within the same company, provided the conditions of Clause 5.3.5 are met. The equipment must be present during the annual audit for each laboratory. The records of chain of custody, calibration records, and details of each loan occurrence will be requested and reviewed during the annual audit for both the owning and borrowing laboratory. In the event equipment is not present during an audit, proof of the equipment being in the laboratory will be required as part of the response to deficiencies.

Closure

I trust this information is helpful in understanding CCIL plans for implementing the new editions of CSA Standards A23.1-19/A23.2-19 and A283-19. We will be updating our information documents and posting them on the website once they are completed to keep you informed.

Sincerely

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