

Procedures for Upgrading the Certification of Concrete Laboratories

1 Background

Upgrading the certification of a concrete laboratory occurs when:

- i) a laboratory applies for certification in a different or more advanced category, or
- ii) a laboratory applies for certification of one or more additional tests not included in the current Laboratory Certificate.

2 Requirements

The laboratory must be audited to confirm the requirements for the equipment and record keeping as defined in CSA A283:19, CSA A23.2:19 and the CCIL Checklist are satisfied.

The laboratory shall employ technicians qualified to execute all the test methods for which the laboratory is requesting certification. The requirements for technician certification are contained in the document 'Training and Certification of Concrete Technicians'.

In order to apply for upgrading of certification, the laboratory must not have any outstanding deficiencies and payment of the annual fees must be up to date.

3 Process

The Laboratory's Supervising Professional must submit a request for upgrade through the CCIL portal.

i) Category Upgrade

- a) **Laboratory Technician:** Where a laboratory applies for certification in a different or more advanced category, one or more laboratory technicians shall pass the written **Laboratory Technician Examination(s)** for all of the applicable categories. The technician(s) shall also satisfy the CCIL Inspector that they have the practical competence to execute any of the test methods included in each category. This shall be done through a practical examination consisting of oral questions and demonstrations chosen by the CCIL Inspector.

The laboratory shall have the option of having a technician who is currently certified examined only on the category or categories for which the technician is not certified, in which case the expiry date of the upgrade will coincide with the expiry date of the technician's existing laboratory technician certification. If the technician does not have any current laboratory certification and passes the required written and practical examinations for the category, his or her certification will be valid for five years.

Each category of laboratory technician certification can be held independently by a different technician. All tests within a category must be taken together and cannot be extracted from a category.

Field Technician: Where a laboratory applies for certification in a different or more advanced category, one or more field technician shall pass the written **Field Technician Examination(s)** for all of the applicable categories. The technician shall also satisfy the CCIL Inspector that the technician has the practical competence to execute all the field test methods included in each category. All tests within a category must be taken together and individual test method cannot be extracted from a category.

- b) **Audit:** The laboratory shall be audited to confirm it satisfies the equipment, calibration and record-keeping requirements contained in CSA Standard A23.2:19, CSA Standard A283:19 and the CCIL Checklist. A Compliance Report will be completed by the inspector and any deficiencies recorded on the Compliance Report must be corrected, even though the deficiencies may not relate to the test methods that are the subject of the upgrade, prior to issuing the upgraded certificate.

ii) Additional Tests Upgrade

- a) **Laboratory Technician:** Where a laboratory applies for new additional laboratory tests, one or more technicians (though not necessarily the same person) shall pass the written **Laboratory Technician Examination** and the practical examination to demonstrate competence for each new additional laboratory test methods. When a technician has a current laboratory technician certification and passes the additional test method examinations, the expiry date of the additional tests will coincide with the expiry date of the technician's existing laboratory technician certification. If the technician does not have any current laboratory certification and passes the examinations, his or her certification will be valid for five years. Technician certification for each additional test method requested by the laboratory can be held independently by a different technician.
- b) **Field Technician:** Where the laboratory applies for certification of any of the additional field test methods, one or more technicians who hold a valid CCIL Certified Field Testing Technician card shall pass the written **Field Technician Examination** for the additional test methods and demonstrate practical competence to the satisfaction of the CCIL Inspector. This shall be done through a practical examination consisting of demonstrations of each applicable test methods.

The laboratory shall have the option of having a technician examined only on the additional test methods for which the technician is not certified, in which case the expiry date of the additional tests will coincide with the expiry date of the existing field card. If the technician passes the written and practical examinations for each new additional test and the applicable category, a new card will be issued and be valid for five years.

- c) **Audit:** The laboratory shall be audited to confirm they satisfy the equipment, calibration and record-keeping requirements contained in CSA Standard A23.2:19, CSA Standard A283:19 and the CCIL Checklist. A Compliance Report will be completed by the inspector and any deficiencies recorded on the Compliance Report and must be corrected, even though the deficiencies may not relate to the test methods that are the subject of the upgrade, prior to issuing the upgraded certificate.

Notes:

- (1) CSA Test method A23.2-1B, 12C, and 14C, include both field activities, plastic properties and the casting of specimens and laboratory activities curing and testing compression specimens. The relevant sections of both the Laboratory and Field Examinations must be completed, though not necessarily by the same technician.*