

GENERAL INSTRUCTIONS

ATTENTION: REPORTING PROFICIENCY TEST RESULTS ONLINE

For the 2023 CCIL proficiency testing program, all test results **MUST** be reported through your CCIL lab portal at <https://portal.ccil.com/>. After signing into the portal, all reporting forms appropriate to your lab certification will be accessible. You will be able to enter your test results into the forms and submit to CCIL through the portal. CCIL's instructions for testing will also be available within the portal, for your convenience.

All certified asphalt and aggregate laboratories will be notified by email when the electronic reporting forms are delivered into your portal.

Completed forms submitted by email or fax **CANNOT** be utilized and will **NOT** be accepted.

ALBERTA and YUKON			
Test Category	Materials	Instruction Set	Report Form
Solvent Extraction Test	EXT-I-N & EXT-II-N	Extraction Instructions	2023 AB YT Extraction Report 1
	EXT-III-N & EXT-IV-N	Extraction Instructions	2023 AB YT Extraction Report 2
	EXT-V-N & EXT-VI-N	Extraction Instructions	2023 AB YT Extraction Report 3
Ignition Furnace Test	IGCF-I-N, IGAC-I-N, IGMF-I-N, IGMF-II-N	Ignition Furnace Instructions	2023 AB YT Ignition Furnace Report
Mix Compliance Marshall Properties (Type B)	MC-I-N & MC-II-N MC-III-N & MC-IV-N	Mix Compliance Instructions	2023 AB YT Mix Compliance Report 1
Mix Design Marshall Properties (Type A)	MDCA-I-N; MDFA-I-N; MDAC-I-N MDCA-II-N; MDFA-II-N; MDAC-II-N	Mix Design Instructions	2023 AB YT Mix Design Report
Gyratory Compaction Lab Mix	GYCA-I-N; GYFA-I-N; GYAC-I-N GYCA-II-N; GYFA-II-N; GYAC-II-N	Gyratory Instructions Lab Mix	2023 AB YT Gyratory Compaction Lab Mix Report
Gyratory Compaction Plant Mix	PSS-I-N PSS-II-N	Gyratory Instructions Plant Mix	2023 AB YT Gyratory Compaction Plant Mix Report
Recovered Pen. (Type E)	RP-I-N & RP-II-N	Recovered Pen Instructions	2023 AB YT Recovered Pen Report

Completed report forms shall be submitted online by 2023 January 6, Friday.

Remember: Your lab's worksheets must be submitted through the portal with your proficiency report. Please combine all worksheets for each portal report into a single pdf prior to uploading. You are required to keep all original worksheet hard copies in a secure dedicated location such as a sealed envelope that is available to CCIL upon request. Do not courier/mail/fax/e-mail the worksheets to CCIL.

All Engineering Managers must complete and submit the online Lab Questionnaire in the CCIL lab portal by 2023 January 6, Friday. The Engineering Manager (P. Eng. or Equivalent) is the person charged with Engineering Management Responsibility for the Laboratory Operations.