

**INDOT  
CERTIFIED HMA  
FIELD SUPERVISOR**

**Objectives**

The Indiana Department of Transportation (INDOT) has established a Quality Control/Quality Assurance Program for the purpose of properly assigning INDOT and Producer responsibilities for all aspects of the production of quality Hot Mix Asphalt. The QC/QA HMA Pavement specifications, specifically ITM 803, require that the Quality Control Plan Field Manager be a Certified HMA Field Supervisor.

The principal objective of the Certified HMA Field Supervisor Program is to provide the necessary training to field personnel so that they may administer quality control of the HMA. Knowledge of materials, HMA plants, mix delivery, compaction, smoothness, testing, specifications and other field HMA related topics are provided to enhance the Supervisor's ability to meet the program requirements.

**Administration**

The training program is administered by INDOT and the Asphalt Pavement Association of Indiana (APAI). Specific duties of each agency include:

INDOT

1. Writing and Maintenance of the Training Materials
2. Maintenance of Certified HMA Field Supervisor List
3. Recertification

APAI

1. Course Announcement
2. Training Facility Arrangements
3. Registration of Students
4. Refreshment Arrangements
5. Providing Training Course Materials
6. Miscellaneous Administrative Tasks

**Program Committee**

The Program Committee acts as the steering committee which establishes the needs for the certification program and provides technical assistance for course materials and examinations. The committee is composed of representatives from INDOT, FHWA, and APAI.

## **Certification Committee**

The Certification Committee is responsible for revocation or suspension of certifications. Their tasks include reviewing the violations of standard policies, rendering judgement of the seriousness of the violation, and hearing any subsequent appeal. The committee is composed of the following members:

Manager, Office of Materials Management  
1 Representative appointed by the APAI Training Committee

## **Certification Requirements**

An individual is required to attend the certification training course to become certified.

## **Recertification Requirements**

The certification is valid for five years as determined from the date of initial issuance. After five years, the certification will expire and will require attendance at the course to maintain certification.

If the certification is not renewed, the certification will expire. Renewal of the certification is made by attending the certification training course.

Notification of the need to attend the course will be made prior to the expiration of the certification.

## **Fees**

The fee for attending the certification training course will be established by the Program Committee. The fee will cover course materials and refreshments, if applicable.

## **Cancellation Policy**

If a scheduled certification course is cancelled because of insufficient class size, notification will be sent one week prior to the start of the course. The course fee for the certification course will be reimbursed.

## **Revocation or Suspension of Certification**

Certifications awarded may be revoked or suspended at any time by the Certification Committee for just cause.