

LONG TERM PAVEMENT PERFORMANCE PROGRAM DIRECTIVE



For The Technical Direction Of The LTPP Program



Program Area: Monitoring

Directive Number: FWD-7

Date: February 1, 1995

**Supersedes: FWD-6, parts of
FWD-2**

**Subject: Revised Procedures for Reporting of FWD Maintenance
and Calibration Results**

The purpose of this directive is to improve the utility and efficiency of FWD calibration and maintenance reports submitted to the FHWA LTPP Division Office. Current procedures require that the RCOCs submit independent calibration and maintenance reports to the FHWA LTPP Division Office on a monthly basis. This served a useful purpose early on the LTPP program, but it has become a redundant effort given the existing reporting requirements of the RCOC's.

Effective immediately, the following reporting procedures shall replace those currently in use by the RCOCs.

Summaries of FWD maintenance activities submitted to the FHWA LTPP Division Office in the RCOCs' monthly and quarterly reports shall replace all other reporting requirements. The following provisions shall be met:

- A separate summary shall be maintained for each FWD.
 - Summaries shall be presented in the format shown in Attachment A, and shall provide all of the requested information, to the extent applicable.
 - Serious problems which might affect the operation of other LTPP FWDs are to be brought to the attention of the FHWA LTPP Division staff promptly, so that the other RCOCs can be informed.
2. Current procedures for reporting FWD reference calibration results shall remain unchanged. Results shall be submitted to the respective RCOC and FHWA LTPP

Division Office within seven days after calibration in accordance with the format specified in the LTPP Manual for FWD Testing.

3. FWD relative calibration results shall no longer be submitted to the FHWA LTPP Division Office. RCOCs shall continue to prepare the relative calibrations reports in accordance with the format specified in the LTPP Manual for FWD Testing; however, these reports will only be reviewed by FHWA LTPP Division staff or its assigned representative during the Annual Review of the LTPP FWD Regional Operations.

It is incumbent upon the RCOCs to continue to perform the necessary maintenance and calibration in accordance with the procedures established in the LTPP Manual for FWD Testing, and to call to our attention anything out of the ordinary. However, please do not submit other maintenance and/or calibration reports to the FHWA LTPP Division Office besides those specified above.

Prepared by Cheryl Richter

Approved by:

Chief, LTPP Division

Maintenance and Repair Summary
 FWD S/N _____

Date	Odometer	Problem Description ¹	Description of Maintenance/Repair	Performed By ²	Cost		
					Labor	Parts	Total

¹Enter "routine" for routine maintenance

²Enter "RCOC", "Dynatest", or "Other" as applicable