

HCMTCB

GENERAL KEY ELEMENTS

**Key elements not specifically appearing on the Key Elements List
but that apply to all procedures in general.**

Lists of key elements for certification modules are published and made available to applicants. The lists reflect all key elements appearing on the check lists used by evaluators to ascertain the qualifications of materials technicians during the certification process. This document addresses key elements that do not specifically appear on those published lists but that are common to many procedures and are considered to be, for the most part, self-evidently critical to the achievement of consistent and valid results.

Clean sieves.

Sieves used in gradations where material masses are to be recorded according to particle size and distribution must be inspected and, if necessary, cleaned before each use.

Tare weights.

Balances must be zeroed or show the correct tare weight before the mass is measured and recorded. Container tare weights must be established where applicable.

Integrity of sample.

Special care must be taken to ensure that the final test results are representative of the material being tested. Particles adhering to hands, spoons, or other tools must be returned to the sample. Accidental loss, addition, degradation, or other physical changes to any portion of the material such that those changes would alter the representative nature of the test sample must be recognized and brought to the attention of the evaluator by the applicant.

As a general rule, the applicant is expected to be aware that there are factors effecting the outcome of the procedures which are patently obvious and are considered to be key elements even if they are not specifically identified in the published lists.