

**PENNDOT – Engineering District 10-0  
ISO 9001 Internal Audit Report  
(02/06)**

<b>Department</b>	<b>Audit Process</b>	<b>Date &amp; Time of Audit</b>
Construction	7.1	10/30/12 8:30 AM

<b>Auditor(s)</b>	<b>Audit Objectives:</b>
1. Steve Geidel 2. Mark Strong	Review Process to insure Compliance and improve effectiveness with ISO 9001:2000 and orgazational requirements

<b>Name of Auditee(s)</b>	<b>Auditee(s) job Function</b>
1. Paul Koza	1. ADE Construction

<b>Item(s) or areas audited</b>
7.1 Planning of Product Realization

<b>Auditee Comments:</b>
<input type="radio"/> NONE

<b><u>Plan approved by: (Management Representative)</u></b>
Tab Boyer

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<b>Audit Criteria</b>	
<p><u>External</u> requirements (questions)</p> <ol style="list-style-type: none"> <li>1. Are all District 10-0 operations included?</li> <li>2. Are the Construction Unit /District 10 Business plans available</li> <li>3. Are Dashboards the only way to measure performance</li> </ol>	
<p><u>External</u> requirements (answers)</p> <ol style="list-style-type: none"> <li>1. Being updated to state just construction operations.</li> <li>2. Both plans are available, Tab updating Matrix to rewrite plan objectives.</li> <li>3. Dashboards and scorecards nothing else to measure performance. Dashboard team updating dashboards to be more team specific.</li> </ol>	
<p><u>Internal</u> requirements (questions)</p> <ol style="list-style-type: none"> <li>1. After Consultants PPR where is information kept and is it used for consultant selection.</li> <li>2. How does each sub-unit know when the previous unit is complete</li> <li>3. There is a small list of activities listed for field operations, are the proper records being completed.</li> <li>4. What processes are used when deviations from requirements are found?</li> </ol>	
<p><u>Internal</u> requirements (answers)</p> <ol style="list-style-type: none"> <li>1. Tab saves in ECMS</li> <li>2. Commutation between units is key so other units know when the process is complete.</li> <li>3. Field Audits, Materials Audits, Final Audit are all ways of insuring all records are being completed, project won't be closed until all records are checked. Also Finals Unit Tracking Spreadsheet is used.</li> <li>4. Recovery plan of what will be done to fix it. DE Scorecard, Weekly Staff meetings, Project managers input.</li> </ol>	

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## Overall Statement of Effectiveness of the Quality Management System

### Areas of strength regarding ability to meet requirements- including observed BEST Practices

1. Weekly and Monthly Staff meeting insure compliance to all requirements.

### Areas to consider for improvement:

1. NONE

### Specific observed nonconformities (Findings): If Applicable, Follow-up Scheduled:

1. No Findings

### Observations and auditor comments:

- 1.

### Statement of overall effectiveness of the system:

- Working well everybody is communicating well within each unit and as a whole to make sure our projects are completed correctly and in an efficient manner.

### Distribution of Audit Report:

- Manager of area audited
- A.D.E. Construction
- ISO Management Representative

### Unit Manager Comments Including Follow-Up Action: (if any)

