

**PENNDOT – Engineering District 10-0  
ISO 9001 Internal Audit Report  
(01/13)**

<b>Department</b>	<b>Audit Process</b>	<b>Date &amp; Time of Audit</b>
Construction Unit	4.2 Documentation Requirements	12/10/2013

<b>Auditor(s)</b>	<b>Audit Objectives:</b>
1. Mark Strong	4.2 Documentation 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>
4.2 Documentation Requirements

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

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

# PENNDOT – Engineering District 10-0 ISO 9001 Internal Audit Report

## Audit Criteria

### External requirements (questions)

1. Location of quality manual?
2. What about Consultant Designed Projects
3. What are the records required by ISO 9001:2008

### External requirements (answers)

1. Quality Manual should be located on District Web-site.
2. Change wording to say Projects Designed for PennDOT not by PENNDOT
3. The Quality Manual itself are the records required.

### Internal requirements (questions)

1. No retention times listed anywhere in the Quality Manual.
2. When and With who is the quality Manual presented.

### Internal requirements (answers)

1. Needs to get Retention times listed in Manual
2. Winter School the Entire Construction Staff.

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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. When CPARS are complete documents will have necessary items in place to be more effective.

### Areas to consider for improvement:

1. See attached CPARS

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

1. N/A

### Observations and auditor comments:

1. None

### Statement of overall effectiveness of the system:

- Effective when CPARS complete.

### Distribution of Audit Report:

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

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

