

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

Department	Audit Process	Date & Time of Audit
Geotech	7.6	3/28/13 7:55 am

Auditor(s)	Audit Objectives:
1. Katherine Bailly 2. Dave Schaffer	To define process for controlling measuring and monitoring devices.

Name of Auditee(s)	Auditee(s) job Function
1. Warren Clever	1. TCIS Materials

Item(s) or areas audited
7.6 Control of Monitoring and Measuring Devices

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

<u>Plan approved by: (Management Representative)</u>
Tim McClellan

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Audit Criteria

External requirements (questions)

1. What are we doing to ensure individuals calibrating the equipment are qualified?
2. Is there a record of qualified individuals?

External requirements (answers)

1. Calibrations can be done by anyone. Calibration procedures are listed in the Maintenance manual Pub 23 section 7 pages 16 through 24.
2. There is no list since calibrations can be performed by anyone.

Internal requirements (questions)

1. What equipment calibrations are on file?
2. How are calibrations done?
3. Are there additional gauges/equipment that can be listed in this process?
4. Who performs the calibrations on equipment? Is there a certification required for this?

Internal requirements (answers)

1. The equipment calibrations on file are the same as listed in this process: chippers, rubber tire rollers and oil distributors. Nothing else is kept on file.
2. The calibrations are performed as per the Maintenance Manual Publication 23 Chapter 7 pgs 16 through 24 which can be found through ISO section 7.5.1 appendices. The Pub 23 includes a description of procedures as well as the forms required to be kept on file for the tests.
3. There are no additional pieces of equipment to add to this list.
4. The materials unit for District 10-0 performs the equipment calibrations for this this district, though other districts utilize the maintenance forces to perform the calibrations instead. Anyone can perform the calibrations, but currently it is the Materials Unit here that does them. There is no certification required for individuals performing the calibrations.

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Overall Statement of Effectiveness of the Quality Management System
Areas of strength regarding ability to meet requirements- including observed <u>BEST Practices</u> 1. Good reference material to document calibration procedures.
Areas to consider for improvement: 1. None
Specific observed nonconformities (Findings): If Applicable, Follow-up Scheduled: 1.
Observations and auditor comments: 1. Warren is knowledgeable of the equipment and calibrations required as per Department specifications.
Statement of overall effectiveness of the system: <ul style="list-style-type: none">• The process appears to be functioning very well and meeting all required objectives
Distribution of Audit Report: <ul style="list-style-type: none">• Manager of area audited• A.D.E. Construction• ISO Management Representative
Unit Manager Comments Including Follow-Up Action: (if any) ➤