

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

Department	Audit Process	Date & Time of Audit
District 10-0 Construction Unit	8.2.3 Mon./Meas. Of Process	

Auditor(s)	Audit Objectives:
1. Terry Kerr, P.E. 2. Greg Schnur	

Name of Auditee(s)	Auditee(s) job Function
1. Steve Geidel, P.E.	1. Construction Services Engineer

Item(s) or areas audited

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

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

Audit Criteria

External requirements (questions)

1. Who within the Unit completes dashboards?
2. Has an overtime versus oversight analysis been completed to determine the best buy?

External requirements (answers)

1. IIC's for projects. Send to Tab Boyer. ACE's and Unit heads also complete them.
2. No. This is the responsibility of the IIC/ACE and is done as needed.

Internal requirements (questions)

1. Are Dashboards always due on the 12th of each month?
2. Should the budget tracker be added to this section?
3. Has the overtime limits been reviewed lately considering inflation, schedules of contracts, and most cost effective staffing?

Internal requirements (answers)

1. Yes. Occasionally the meeting lands before the dashboards are due.
2. Yes. It should be included as a reference document.
3. These are set by Central Office. They probably should be evaluated on a routine basis.

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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

Areas to consider for improvement:

1. Add Budget Tracker as a reference document.

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

Observations and auditor comments:

- 1.

Statement of overall effectiveness of the system:

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Distribution of Audit Report:

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

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

