

**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>
District 10-0 Construction Unit	8.2.4 Mon./Meas. Of Product	10-23-14 3:00 PM

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

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

<b>Item(s) or areas audited</b>

<b>Auditee Comments:</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. How is the IIC monitored to ensure he is appropriately administering the contract?
2. What is being found with the internal Finals Unit audits?
  - a. Are there any trends we should be correcting?

### External requirements (answers)

1. Work Orders, estimates, monthly dashboards, IIC evaluations, final audit.
2. Audits seeking mistakes. If there are any trends they will be presented at Winter School. Jeff Mountain headed up a team and developed a reference document and training on how to complete work orders, etc.

### Internal requirements (questions)

1. What avenues does the IIC have to follow when documentation is lacking from a business partner?
2. How is the internal Finals Unit audit findings shared with the IIC and ACE?

### Internal requirements (answers)

1. Progress Meetings, ACE/CSE letters to contractors for paperwork, continuous reminders throughout the project. Weekly updates for outstanding items.
2. Being shared with the respective IIC, ACE when needed, and shared to all at winter schools..

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

## Overall Statement of Effectiveness of the Quality Management System

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

1. Interim Audits seeking mistakes and shared with those that need to know.

### Areas to consider for improvement:

1. Ensure feedback is given to IIC not only on a general basis but also individual.

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

### Observations and auditor comments:

- 1.

### Statement of overall effectiveness of the system:

- 

### Distribution of Audit Report:

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

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

