

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

Department	Audit Process	Date & Time of Audit
Construction Unit	7.5.1 – M2	3/12/14 9:00 AM

Auditor(s)	Audit Objectives:
1. Betty Bottali 2. Joe Painter	Review process to insure compliance and improved effectiveness with ISO 9001:2000 and organizational requirements. Verify that the QMS is effectively implemented and maintained.

Name of Auditee(s)	Auditee(s) job Function
1. Warren Clever	1. Transportation Construction Inspector Supervisor – Materials Unit

Item(s) or areas audited

TITLE: 7.5.1 Equipment Calibrations – Distributors, Chippers and Rubber Tire Rollers
 Procedure # M2

Auditee Comments:
 none

Plan approved by: (Management Representative)

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Audit Criteria

External requirements (questions)

1. Do you have Control Documents for this process?
2. If Yes, where are the control documents?
3. Are there any qualifications/trainings that you are required to have in order to properly calibrate the equipment?

External requirements (answers)

1. Yes, there are control documents.
2. All control documents can be found on District 10's J Drive in the Materials Unit folder.
3. There are currently no qualifications required to calibrate the equipment.

Internal requirements (questions)

1. Which personnel are involved in the calibration process (both internally and externally)?
2. Who is in charge of scheduling the calibrations?
3. If a failure arises what is the process for corrections? Can you adjust then or schedule another day?
4. How and where are the completed calibrations documented and stored?

Internal requirements (answers)

1. Personnell from the Materials Unit, PennDOT Maintenance Units, and contractors are involved in the calibration process.
2. The Materials Unit is in charge of scheduling the calibrations both with the Maintenance Units and the contractors.
3. In case of a failure, the problem can either be corrected that day and recalibrated, or if the correction process would take longer, a time would be rescheduled to come back to recalibrate.
4. The files are stored in both the Maintenance Units and in the Materials Unit. The Maintenance Units also keep a copy of the completed calibrations in the specific pieces of equipment.

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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. The auditee is very knowledgeable about the process.
2. Control documents and calibration documentations are well organized.

Areas to consider for improvement:

1. none

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

1. none

Observations and auditor comments:

1. The system seems very effective and efficient.

Statement of overall effectiveness of the system:

The process appears to be working well for all involved.

Distribution of Audit Report:

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

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

