

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

Department	Audit Process	Date & Time of Audit
Penn Dot District 10-0 Construction Unit	7.5.1 SC1	2/19/15

Auditor(s)	Audit Objectives:
1. Dave Schaffer 2. John Copeland	Review Process and upgrade/update as needed.

Name of Auditee(s)	Auditee(s) job Function
1. Tom Knieriem	1. Structural Control Engineer

Item(s) or areas audited
7.5.1 – SC1 Structural Plans Review

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

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Audit Criteria

External requirements (questions)

1.

External requirements (answers)

1.

Internal requirements (questions)

1. HAS ANY TECHNOLOGY UPDATES OR CHANGES TO THE COCUMENT ROUTING SYSTEM OCCURRED THAT HAS CHANGED THE PROCESS?
2. IS THERE A REQUIRED RESPONSE TIME ASSOCIATED WITH THE “DRS” AS IT RELATES TO COMMENTS?
3. WHEN COMMENTS ARE MADE IN THE DRS, ARE THESE COMMENTS LOGGED INTO THE SYSTEM INDEFINATELY?
 - a. CAN YOU OPEN THE “DRS” AND REVIEW YOUR OWN COMMENTS AT A LATER DATE?
4. WHERE ARE ALL COMMENTS AND RESPONSES MAINTAINED?
5. DO YOU FEEL ANY IMPROVEMENTS CAN BE MADE TO THE PROCESS?

Internal requirements (answers)

1. No Changes identified at this time.
2. Typically “DRS” shows an end date, but there are no required response times and a designee does not have to respond.
3. Comments are maintained within the system for approx.. 3yrs then the information is archived.
4. Comments are maintained with the Design Project Manager and within the “DRS” system.
5. Owner states that an area they would consider for improvement would be in the area of receiving responses to comments for the plans review. Each Design PM provide responses in a different manner.

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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.

Areas to consider for improvement:

1. Process in itself functions as it is meant, but consider pushing for a consistent response method through the design unit which is not covered within the process.

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

1. No nonconformities were identified.

Observations and auditor comments:

1. none

Statement of overall effectiveness of the system:

- Process provides functional steps which allows consistent reviews.

Distribution of Audit Report:

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

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

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