

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

Department	Audit Process	Date & Time of Audit
District 10-0 Construction Unit	7.5.1	10/28/2015 2:00 PM

Auditor(s)	Audit Objectives:
1. Dave Meagher 2. Mark Strong	To review audit process's as they apply to the construction unit.

Name of Auditee(s)	Auditee(s) job Function
1. Steve Geidel 2. Tab Boyer	1. Construction Services Engineer 2. Senior Civil Engineer Supervisor

Item(s) or areas audited
7.5.1 – FO5 Field Operations – Peer Reviews

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

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

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Audit Criteria

External requirements (questions)

1. What information is collected during this process?
2. Where is the document located?
3. Is there a grading or point system associated with this review?
4. Why are there two process maps for one operation?

External requirements (answers)

1. There are specific questions for the specific area being audited, looking for uniformity plus best practices along with scheduling different process's each peer review.
2. J/Construction/Field Peer Reviews.
3. Yes
4. Latest edition need kept older needs removed to eliminate confusion.

Internal requirements (questions)

1. Which title is appropriate for this section IIC or Project Manager?
2. Which ACE receives this information mine or Auditee's ACE?
3. Document states construction staff reviews data? (WHO)
4. Do we complete or conduct Field Peer Reviews (Needs Revised)

Internal requirements (answers)

1. Need to be the same (Decision was made to use IIC instead of Project Manager)
2. Document goes the the Auditors ACE.
3. Construction Unit Managers
4. Yes (Decision was made we conduct Field Peer Reviews not complete.)

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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. ACE's assigning review teams for specific operations to maximize the value of the Field Peer Review.

Areas to consider for improvement:

1. There are Two process maps in two different locations for this operation, latest edition associated with ISO audits needs retained for use, other document needs removed.
2. Make supervisor titles match throughout the document, change to IIC or list all supervisor titles in document.

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

1. None

Observations and auditor comments:

1. Discussed areas to consider for improvement.

Statement of overall effectiveness of the system:

- If the process is followed correctly it's a very valuable tool to help correct minor defiances and help identify reoccurring patterns that are occurring throughout the construction unit.

Distribution of Audit Report:

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

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

