

**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>
Construction Unit 10-0	Structural Plan Review SC-1	3/17/16 @ 10:00 AM

<b>Auditor(s)</b>	<b>Audit Objectives:</b>
1. Tyrone Krautbauer 2. Joe Painter	Review SC1 for compliance

<b>Name of Auditee(s)</b>	<b>Auditee(s) job Function</b>
1. Tom Knieriem	1. Structure Control Engineer

<b>Item(s) or areas audited</b>
7.5.1 – SC1 Structural Plans Review

<b>Auditee Comments:</b>
<ul style="list-style-type: none"> <li>○ None</li> </ul>

<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. Are there standard forms that are needed for submitting a structural plan for review?
2. Are there standard forms that are needed for reviewers to complete while reviewing a structural plan?
3. Is there a set time for completion of the review once a plan is submitted?

#### External requirements (answers)

1. There are no standard forms. Plans are either submitted and reviewed at constructability reviews or through a District 10 document routing system.
2. Yes, there are standard forms that are required to be completed when reviewing structural plans. District 10 has a constructability review comment sheet that is used when reviewing plans. There are also reviews completed in the DRS: document routing system.
3. Yes, constructability review comments are due prior to the actual constructability review meeting.

#### Internal requirements (questions)

1. Is there a list of requirements of what is needed for a structural plan review and, is, where can it be found?
2. Has PPCC changed the review process?
3. Are there typical subjects that are sent back for corrections or does it vary from one designer to another?

#### Internal requirements (answers)

1. There is not a standard list of items to review, but the Structure Control Engineer has a specific list of items he reviews, which is based on experience from previous work.
2. PPCC has not changed how reviews are completed, since these reviews are completed prior to projects being let for bid and the PPCC sites are not created for specific projects until after projects are bid.
3. Typical problems are why the Structure Control Engineer has created the list mentioned in question # 1. Certain questions arise depending on the type of project that is being designed. Reviewers look more in depth at issues that they have seen in the past on similar projects.

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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. Previous knowledge and experience keep the process functioning as it should.

### Areas to consider for improvement:

1. No recommendations for changes.

### 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:

- The process provides functional steps which allows consistant 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)

