

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

Department	Audit Process	Date & Time of Audit
Construction Unit	F-O1-Startup	2/22/2017@11:00am

Auditor(s)	Audit Objectives:
1. Rich Polenik Mark Strong	To insure Compliance and improved effectiveness with ISO 9001 and Organizational requirements.

Name of Auditee(s)	Auditee(s) job Function
1. Steve Geidel	1. Construction Services Engineer

Item(s) or areas audited
7.5.1 – FO1 Field Operations – Startup

Auditee Comments:
○ None

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

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Audit Criteria

External requirements (questions)

1. What is ISO-9001, Do you have a copy?
2. What reference documents are used during Field operations-Startup?
3. What is the difference between the Pre-Bid Conference and the Pre-Construction conference?

External requirements (answers)

1. ISO 9001 is an established set of QA/QC standards that insures construction project let by the department meet or exceed customer expectations, copies can be found internally on the J drive as well as externally on the Departments website.
2. Several reference documents are used for project start-up, specifically Pub 408 and the Project Office Manual contain information required for project set-up.
3. The Pre-Bid conference allows prospective bidders to review project details and any unique situations. The Pre-Construction conference is held after the contract is awarded.

Internal requirements (questions)

1. Do you attend the Pre-Bid meeting?
2. What happens if a contractor doesn't attend a Pre-Bid meeting are they still able to submit a bid?
3. Do you have access to the project Designer notes?

Internal requirements (answers)

1. Yes
2. If a contractor doesn't attend the Pre-Bid meeting they are unable to bid on the project.
3. No, The IIC receives them at the Pre-Construction Meeting.

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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. Project start-up is a very straight forward process that has established steps that are followed to allow construction projects to be advertised, bid, let and ultimately constructed.

Areas to consider for improvement:

1. None.

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

1. N/A

Observations and auditor comments:

1. Project start-up is a very straight forward process that has established steps that are followed to allow construction projects to be advertised, bid, let and ultimately constructed.

Statement of overall effectiveness of the system:

- Effective

Distribution of Audit Report:

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

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

