

**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>
Materials Unit	7.5.1 – M2	

<b>Auditor(s)</b>	<b>Audit Objectives:</b>
1. Alicia Kavulic 2. Stephen Boring	Review process to ensure compliance and improved effectiveness with ISO 9001:2000 and organizational requirements.

<b>Name of Auditee(s)</b>	<b>Auditee(s) job Function</b>
1. Warren Clever	1. TCIS - Materials

<b>Item(s) or areas audited</b>
7.5.1 – M2 – Equipment Verification

<b>Auditee Comments:</b>
<input type="radio"/> No additional comments

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

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## Audit Criteria

### External requirements (questions)

1. How often are pieces of equipment inspected?

### External requirements (answers)

1. The distributors, rubber tire rollers and chippers are inspected yearly.

### Internal requirements (questions)

1. What kind of test area is required?
2. How is it documented if a piece of equipment does not meet specifications?
3. Do you have to be certified to conduct the verification checks?
4. Are there any checklists/forms used during the verification process?

### Internal requirements (answers)

1. A flat, level area, approximately 350 feet long is needed to run the tests.
2. Failure to meet the requirements is documented on the inspection form and the county is notified that day with a copy of the form. The form is also sent via email.
3. No certification is required for the Materials Unit inspector. The specifications in Pub. 23, the Maintenance Manual are followed.
4. The form that is used can be found in Pub. 23.

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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 unit appears to have a good system in place for coordinating and conducting equipment verifications for the counties.

### Areas to consider for improvement:

1. The purpose and process map listed in the ISO manual should be updated to remove the reference to contractors' equipment.

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

1. none

### Observations and auditor comments:

1. The employee is very knowledgeable of the process and his documentation was well-organized.
2. The Materials Unit is helpful and works to schedule the verifications in a timely manner.

### Statement of overall effectiveness of the system:

- The process is efficient and 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)

