

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

Department	Audit Process	Date & Time of Audit
Construction Unit 10-0	7.5.1 SC2	2/22/18 10:15 AM

Auditor(s)	Audit Objectives:
1. Warner Barate 2. Mark Wasilko	Review Process and update as needed

Name of Auditee(s)	Auditee(s) job Function
1. Tom Knieriem 2. Ron Schreckengost	1. Structural Control Engineer 2. Assistant Structural Control Engineer

Item(s) or areas audited
7.5.1 SC2 Disposal of Bridge Paint Waste

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. Do you feel process map is working good?
2. Are are all steps highlighted?
3. Is there a follow up with the DEP Representative after all files are in our Hazardous waste manifest file?
4. Are the EPA form numbers on the attached flow chart still current?
5. Are there any additional or new forms that need added to the flowchart?

External requirements (answers)

1. Yes. It was commented on that this is a good tool for when you haven't handled this for awhile at the project level.
2. Yes. Included specific steps and attachment references.
3. No. If 60 days elapsed for manifest, it would be tracked down by the Department / ASCE
4. Yes. It has not changed.
5. No. Not at this time.

Internal requirements (questions)

1. Has the department increased hazardous awareness training to Dept. Inspectors? Is there an up to date listing of who is certified?
2. Bullet point #11 of Attachment #3 of bridge paint waste transport details states files are kept indefinitely. Is this beyond our finals timeframe of destroying records after a certain timeframe?
3. What other containers have you seen utilized besides 55 gallon drums?
4. Have the copies of the Waste Manifest tracking sheet been provided to SCE or ASCE for final records in a timely manner? How long does it typically take to receive these?
5. Who contacts waste hauler for the drum stickers? (from step#6 of flow chart)

Internal requirements (answers)

1. No. Although every 3 years select Department personnel are sent to current training per SCE, ASCE, and upcoming inspection needs. This includes all field staff.
2. Yes. It is beyond the 7 years that our finals unit keeps records. ASCE found in the POM B4 15.2 that it is required to keep records for 20 years. Process owners plan on keeping longer.
3. Usually no other, but canvas bags have been used: Standing Special Provision lists allowable containers.
4. Yes. Depends on disposal site to send it through. This is not mail any longer.
5. Contractor.

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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. Flowchart is very helpful in helping navigate this process.

Areas to consider for improvement:

1. ISO management representative should follow up on past ISO audits areas to consider for improvement.
2. Review Standard Special Provision to ensure it is up to date.

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

1. none

Observations and auditor comments:

1. On 6th bullet point of flow chart “Contractor” should be added as the person who contacts the waste hauler.
2. Review Standard Special Provision to ensure it is up to date.

Statement of overall effectiveness of the system:

- Process and the supporting documents allow this procedure to work well.

Distribution of Audit Report:

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

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

