

**PENNDOT – Engineering District 10-0
ISO 9001 Internal Audit Report
(08/19)**

Department	Audit Process	Date & Time of Audit
Construction	8.5.3	10/16/19 3:00 PM

Auditor(s)	Audit Objectives:
1. Dave Meagher 2. Jeff Mountain	To ensure compliance and identify need for improvement.

Name of Auditee(s)	Auditee(s) job Function
1. Paul Koza	1. Assistant District Executive - Construction

Item(s) or areas audited
8.5.3 Property belonging to customers or external providers

Auditee Comments:
○

<u>Plan approved by: (Management Representative)</u>
Seth Marshall

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Audit Criteria

External requirements (questions)

1. Provide an example of what customer property could become the responsibility of the Department?
2. What would a special quality plan look like and what processes would it need to address?
3. Can you provide an example of where this has been done?

External requirements (answers)

1. Anything on a construction project would become the contractor's property (temporarily or permanently) and not PennDOTs.
2. It would address how to care for testing of material prior to and after placement.
3. Crumb rubber (SR 954 Trade City project) and Hot-in Place (SR 85)(SR 56 Ind/Arm). These QC plans were Central office generated.

Internal requirements (questions)

1. If the requirement generally doesn't apply to Construction Unit Services, whom would it apply to?
2. How would one know when they meet the criteria to follow this process?
3. What Management Representative would be responsible for generating the special quality plan?

Internal requirements (answers)

1. Right of Way unit would more often be where property could be necessary to be purchased. Example: House or Business that is necessary to be demolished.
2. New processes reviewed in house – report is reviewed by C.E.Innovations Counsel (this is managed by the Materials Unit).
3. Typically the Materials Manager (Rich Polenik) or New Product Group in Central Office (Dan Clark's team), then this would be monitored by Materials

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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. Department doesn't accept customer property.

Areas to consider for improvement:

1. N/A

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

1. N/A

Observations and auditor comments:

1. Department doesn't accept property so the process isn't necessary.
ELIMINATE PROCESS!

Statement of overall effectiveness of the system:

- Appears effective without requiring a process.

Distribution of Audit Report:

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

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

