

Oklahoma Department of Transportation

Internal Audit Check Sheet

	All records adequate and/or deficiencies corrected?					
	Binder Lab	Hot Mix Lab	Soil Lab	Aggregate Lab	Concrete Lab	Date Checked
Equipment Records	Yes	Yes	Yes	Yes	Yes	11/15/2017
Personnel Training/Competency Records	Yes	Yes	Yes	Yes	Yes	11/13/2017
Test Records and Reports	No	Yes	Yes	Yes	Yes	11/9/2017
Proficiency Sample Reports	Yes	Yes	Yes	Yes	Yes	11/13/2017
On-Site Assessment Corrective Actions	Yes	Yes	Yes	Yes	Yes	11/13/2017
Internal Audit Records and Corrective Actions	Yes	Yes	Yes	Yes	Yes	11/15/2017
Customer Feedback Records	Yes	Yes	Yes	Yes	Yes	11/15/2017

Have there been any changes made or updates required in the following sections of the QMS? Describe any actions taken below.

	Changes made?	QMS updated?
a) Organizational charts	Yes	Yes
b) Staff position descriptions	Yes	Yes
c) Staff biographical sketches	Yes	Yes
d) Staff training methods	No	No
e) Staff evaluation methods	No	No
f) Equipment inventory list	Yes	Yes
g) Equipment calibration/checklist	Yes	Yes
h) Procedure describing in-house calibrations/checks	Yes	Yes
i) In-house equipment calibration/check procedures	Yes	Yes
j) Equipment calibration certificates	Yes	Yes
k) Procedures followed to produce test records	Yes	Yes
l) Procedures followed to prepare, check, and amend test reports	Yes	Yes
m) Procedures for sample identification, storage, retention, and disposal	Yes	Yes
n) Policies relative to customer complaints	Yes	Yes
o) Policies relative to internal audits	Yes	Yes
p) Policies relative to subcontracting	Yes	Yes

Actions taken:

Update the Organizational Chart, Staff Position Descriptions, and Staff Biographical Sketches. Discussed report requirements for AASHTO T202 (viscosity to 3 significant digits) with Liquid Lab Lead. Update policies to current acronyms and verbiage changes that were recommended.

Reviewed by: *Arnold M. Culbreth* Date: 11-15-2017 Next Review Date: 8-15-2018