

**Oklahoma Department of Transportation**  
Internal Audit Check Sheet

	<b>All records adequate and/or deficiencies corrected?</b>					
	Binder Lab	Hot Mix Lab	Soils Lab	Aggregate Lab	Concrete Lab	Date Checked
Equipment Records	YES	YES	YES	YES	YES	8/18/20
Personnel Training/ Competency Records	YES	YES	YES	YES	YES	8/20/20
Test Records and Reports	YES	YES	YES	YES	YES	8/19/20
Proficiency Sample Reports	YES	YES	YES	YES	YES	8/25/20
On-Site Assessment Corrective Actions	YES	YES	YES	YES	YES	8/25/20
Internal Audit Records and Corrective Actions	YES	YES	YES	YES	YES	8/25/20
Customer Feedback Records	YES	YES	YES	YES	YES	8/02/20

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

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

Actions taken:

**Updated Organizational Chart, Equipment inventory list and Calibration Procedures.**


Reviewed by: Michael Groom Date: 08/30/20 Next Review Date: 8/30/21