MONTHLY AUDIT REPORT

December 18, 2015
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TEXAS A&M TRANSPORTATION INSTITUTE

Review of Proving Grounds Research Facility Compliance for International Standards Accreditation

December 18, 2015

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Chief Auditor

Project #20161202
Overall Conclusion

Overall, the Texas A&M Transportation Institute's (TTI) Proving Grounds Research Facility testing documentation is in compliance with its quality management system developed to comply with testing services identified in the International Standard Organization (ISO) 17025 as required by the American Association for Laboratory Accreditation (A2LA), except for consistently obtaining sponsor signatures. The management system was developed to document policies, systems, programs, procedures, and instructions to assure the quality of tests and the result meets ISO 17025 management requirements.

Detailed Results

Project Test Documentation

There are opportunities to improve documentation of sponsor participation and review of the project, both before and after a project test has been designed and completed. Twenty-six of 386 (7%) of TTI pre-test and post-test forms reviewed, including quality surveys, are missing signatures by the sponsors. The current process only records the sponsor's feedback and comments if the sponsor is onsite. If sponsors were not present to sign the forms, no alternate methods were used to obtain sponsor signatures.

Recommendation

Review the methods used to communicate with sponsors about test preparations, test results, and quality reviews. Consider utilizing either email or fax when transmitting documents to the sponsors to better ensure all required forms are signed and completed.

Management’s Response

TTI agrees with the recommendation and we will review the methods used to communicate with sponsors about test preparations, test results, and quality reviews.
TTI will consider utilizing email or other electronic means when transmitting documents to sponsors to ensure that all required forms are signed and completed. Implementation of these changes will be completed by May 31, 2016.

Basis of Review

Objective and Scope

The review of the TTI Proving Grounds quality assurance program for ISO 17025 accreditation purposes focused on compliance with the agency's quality management system testing procedures and International Standard Organization 17025 General Requirements for the Competence of Testing and Calibration Laboratories. The audit period focused primarily on activities from September 1, 2014 to August 31, 2015. Fieldwork was conducted from September to October, 2015.

Methodology

Our review methodology included interviews and review of the TTI management system and testing of project test documentation using sampling.

To determine that the TTI management system developed and documented policies, systems, programs, procedures and instructions to assure the quality of tests and results are in compliance with ISO 17025 requirements; and to determine Proving Grounds project documentation from testing performed is in compliance with TTI Roadside Safety and Physical Security Division’s Quality System documentation and procedures, the auditors judgmentally selected a non-statistical sample of twenty project test files designed to be representative of the population.

Criteria

Our audit was based upon standards as set forth in the Texas A&M University System Policies and Regulations and the requirements of ISO 17025. This audit was conducted in conformance with the Institute of Internal Auditors’ “International Standards for the Professional Practice of Internal Auditing.”

Additionally, we conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable
basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

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