Internal Audit

Compliant '	PROJECT NAME:				
Compliant Compliant Compliant Compliant Compliant Compliant I. Is Pre-Activity log up-to-date? 2. Is Submittal Log up-to-date? 3. Is Material Tracking log up-to-date? 4. Is Sample Log up-to-date? 5. Is Deficiency/Non-Compliance Log up-to-date? No. of Deficiencies: Non-Compliance:	BID#	DATE:			
1. Is Pre-Activity log up-to-date? 2. Is Submittal Log up-to-date? 3. Is Material Tracking log up-to-date? 4. Is Sample Log up-to-date? 5. Is Deficiency/Non-Compliance Log up-to-date? No. of Deficiencies: Non-Compliance: 6. Are Activity Cards complete including test results? 7. Are as-built plans being updated daily/weekly? 8. Is testing being performed as per Table 1? 9. Are samples being retained as required? 10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	QCM:	TIME:			
2. Is Submittal Log up-to-date? 3. Is Material Tracking log up-to-date? 4. Is Sample Log up-to-date? 5. Is Deficiency/Non-Compliance Log up-to-date? No. of Deficiencies: Non-Compliance:			Compliant	1	Non- Compliant
3. Is Material Tracking log up-to-date? 4. Is Sample Log up-to-date? 5. Is Deficiency/Non-Compliance Log up-to-date? No. of Deficiencies: Non-Compliance:	1. Is Pre-Activity log up-to-date?				
4. Is Sample Log up-to-date? 5. Is Deficiency/Non-Compliance Log up-to-date? No. of Deficiencies:Non-Compliance: 6. Are Activity Cards complete including test results? 7. Are as-built plans being updated daily/weekly? 8. Is testing being performed as per Table 1? 9. Are samples being retained as required? 10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	2. Is Submittal Log up-to-date?				
5. Is Deficiency/Non-Compliance Log up-to-date? No. of Deficiencies: Non-Compliance:	3. Is Material Tracking log up-to-date?				
No. of Deficiencies:Non-Compliance:	4. Is Sample Log up-to-date?				
6. Are Activity Cards complete including test results? 7. Are as-built plans being updated daily/weekly? 8. Is testing being performed as per Table 1? 9. Are samples being retained as required? 10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	5. Is Deficiency/Non-Compliance Log up-to-date?				
7. Are as-built plans being updated daily/weekly? 8. Is testing being performed as per Table 1? 9. Are samples being retained as required? 10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	No. of Deficiencies: Non-Compliance:				
8. Is testing being performed as per Table 1? 9. Are samples being retained as required? 10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	6. Are Activity Cards complete including test results?				
9. Are samples being retained as required? 10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	7. Are as-built plans being updated daily/weekly?				
10. Are failing tests being addressed and/or corrected? 11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	8. Is testing being performed as per Table 1?				
11. Are QC Monthly reports complete and corrections up-to-date? 12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	9. Are samples being retained as required?				
12. Is approved traffic control plan on site? 13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	10. Are failing tests being addressed and/or corrected?)			
13. Are Technicians onsite approved for testing/traffic control setup? 14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	11. Are QC Monthly reports complete and corrections	up-to-date?			
14. Are internal audits performed as required? 15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	• • • • • • • • • • • • • • • • • • • •				
15. Are activity cards complete and presented to QA for review daily? 16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	· · · _ · · · · · · · · · · · ·	control setup?			
16. Are test results meeting turn-around times? 17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	<u> </u>				
17. Are QC testing quantities reported and QA compatible? 18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?	·	or review daily?			
18. Are QC personnel performing as required by Sections 111-117 of the Special Provisions?					
Provisions?	17. Are QC testing quantities reported and QA compat	tible?			
	18. Are QC personnel performing as required by Section	ons 111-117 of the Special			
19. Additional Comments:	Provisions?				
	19. Additional Comments:				
Compliant: Non-Compliant: Non-Compliant:	Compliant: Partially Compliant:		Non-Compliant:		
QCM Signed Auditor	QCM Signed	Auditor			

Revised: 11/2019