Internal Audit

PROJECT NAME:		
BID #	DATE:	
QCM :	TIME:	

	Compliant	Partially Compliant	Non-Compliant
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?			
19. Additional Comments:			

Compliant: _____   Partially Compliant: _____   Non-Compliant: _____

QCM Signed _____   Auditor _____

* All partially compliant and Non-Compliant require responses in Comments / back of this sheet

Revised: 11/2019