



Contract Number	Contract Title		
Review Date	Contract Amount \$	Start Date	Reviewed By
Project Engineer	% Complete		Federal Aid Number

Traffic Control (1-10.2) [1-10.2]	Yes	No	Training (1-07.11(2)) Special Provision	Yes	No
TCS reports in project files			Training program is approved		
Change Orders (1-04.4) [1-04.4]			Revisions to the program approved		
Change order executed before work starts			Program outline follows requirements		
Verbal approval received to begin work before change order is executed			Trainees submitted for approval		
Change order executed before payment is made			"Good Faith Effort" documentation provided if non protected group used		
Force Account (1-09.6) [1-09.6]			Diary Records (10-3.6)		
Labor list is provided, is current & is monitored			Project diary kept current, entries signed		
Materials costs evidenced by vendor invoices or contractor affidavits			IDR's are maintained and are complete		
Daily FA sheet signed by inspector & contractor			Item Checks (Procedures)		
Subcontractor/Service mark ups correctly applied			Item _____ Description _____		
Subcontracting (1-08.1) 1-08.1]			Ledger vs source document		
Requests to Sublet approved prior to starting work			Field Note Record complete		
Required Federal Aid Provision Certification recieved prior to starting work			Item Quantity Tickets complete		
Progress Schedule (1-08.3) [1-08.3]			Scale Cert. & Scaleman's Daily Rpt.		
Schedule maintained with updates			Work noted on Inspector's Daily Report		
Updates approved by Project Engineer			Material source approved		
Weekly Statement of Working Days complete			Material acceptance documentation complete		
State Wage Compliance - Statement of Intent to Pay Prevailing Wages (1-07.9(5)) [1-07.9(5)]			Item _____ Description _____		
On file for prime contractor and each subcontractor			Ledger vs source document		
Recieved prior to first payment for each subcontractors work			Field Note Record complete		
Federal Wage Compliance - Certified Payrolls for Prime and Each Subcontractor (1-07.9(5)) [1-07.9(5)]			Item Quantity tickets complete		
First payrolls checked and initialed			Scale Cert. & Scaleman's Daily Rpt.		
All other subsequent payrolls checked at 10%			Work noted on Inspector's Daily Report		
Check for the following items			Material source approved		
Contract #, Payroll #, Payroll period			Material acceptance documentation complete		
Labor classification are noted correctly			Item _____ Description _____		
Minimum prevailing wages are met or exceeded			Ledger vs source document		
Overtime shown separately			Field Note Record complete		
Travel Pay shown separately			Item Quantity tickets complete		
Proof of apprentice registration			Scale Cert. & Scaleman's Daily Rpt.		
NO employee address or SSN shown			Work noted on Inspector's Daily Report		
Employee Interviews on Federal Projects (1-07.9) [1-07.9]			Material source approved		
On file for prime contractor			Material acceptance documentation complete		
On file for each subcontractor over 30%			Item _____ Description _____		
DBE On-Site Reviews (1-07.11(2)) Special Provision			Ledger vs source document		
Condition of award DBE subs on job			Field Note Record complete		
Reviews completed and submitted to OEO			Item Quantity tickets complete		

Remarks

Remarks
