# Audits/Project Reviews

Recordkeeper Job Aid

Construction Division

Texas Department of Transportation

## Overview

Audits look at the fiscal and physical responsibilities and accountability for the Texas Department of Transportation (TxDOT). An audit process assists in maintaining accurate and compliant project records. A District Auditor will review files and documentation related to pay item support, contractor compliance, and verify correspondence is appropriately filed. Final acceptance requests are not the time to discover outstanding paperwork, miscalculations of materials, or other issues of noncompliance. District offices perform interim, annual, and final audits throughout each project, and the recordkeeper should respond to any documented audit findings. Recordkeepers can also perform audits on their own files to ensure compliance and maintain project records.

The goal of this document is to describe the recordkeeper responsibilities in response to district audits and best practices for self-audits as well as ensuring follow up has taken place and been filed in the project files.

### Resources

- *Construction Contract Administration Manual*, Chapter 4, Section 4, "Project Records"
- Construction Division, Recordkeeper Development Program webpage (internal access only)
- Construction Recordkeeping and Auditing Resources webpage
    - District Audit
        - 2024 Audit Template
        - Audit Schedule
    - Checklists
        - Project Records Checklist
    - SiteManager
        - SiteManager Checklist Events, Key Dates, and Critical Dates Guidance Document
        - CMISD SiteManager Reports webpage (internal access only)
- Buy America webpages
    - Internal access
    - External access
- Inspector Development Program, Construction Math References (internal access only)
- Materials Resources webpage

### Applications Used

- ProjectWise
- SiteManager
- TxDOT DMS
- LCPtracker

## Reports

- [Project Records Checklist](#)
- [SiteManager Reports](#) (internal access only)
  - Contract Report Bundle – Contract Admin
  - DWR Diary Report
  - Item History Report
  - Checklist Events by CSJ
- Tableau [Interim Audit Items](#) dashboard (internal access only)

## Audits/Project Reviews

An internal audit is a system of checks and balances to ensure projects follow TxDOT policies and procedures. Audits can be performed by another person from within the same Area Office (AO), another AO, or the District Construction Office (DCO).

The day-to-day activity of the construction project records is the responsibility of the assigned AO and project staff. The 2024 Audit Template is used by the DCO to perform scheduled internal audits. District auditors perform 6-month, interim, annual, and final audits throughout the project.

There are 30/60/90 audit templates available for self-audits, which should occur each month to verify the pay items have the proper documentation prior to payment. Along with pay items, material on hand (MOH) is also important to audit each month and ensure the proper documentation is filed. (Refer to the [Material on Hand](#) construction recordkeeper job aid.)

Identify documentation needed through self-audits, internal audits, and District audits with the project records checklist and the contract to ensure all materials have the correct documentation and all testing has been completed. In performing self-audits, ensure the documents have been added to the project records according to the project index and naming conventions. This may require coordinating with the appropriate TxDOT personnel such as the Inspector, Project Manager, District Lab, or even the contractor.

File DCO audits and self-audits according to the project file index. Respond to identified issues by making any corrections and provide a written response to be saved in the same folder. If a discrepancy is not able to be resolved, discuss with the Project Manager and Area Engineer to escalate if necessary.

Scheduled District audits are documented in the SM Checklist events. Refer to the SM Checklist Events, Key Dates and Critical Dates Guidance document for additional information.

Refer to any District guidance regarding audits, if applicable to your District and project.

## Best Practices

Self-Audits: Using the project records checklist, check the paid items for each estimate and file the documentation in the project records according to the project records index and naming convention. Save the audit excel file as a working "live" copy in a temporary folder or on your desktop.

File any documentation requests and email communications to track the responsiveness and compliance of the contractor according to your District's SOP.