

# Small Contractor Construction Audit Checklist

## Project Information

Project Name	
Project Address/Location	
Contract Number	
Date of Audit	
Auditor Name	

## Documentation

Item	Complete	Notes
Contract Documents on site		
Permits Available		
Insurance Certificates		
Change Orders Documented		

## Site Safety & Compliance

Item	Compliant	Notes
Site Fencing & Signage		
Personal Protective Equipment (PPE) Usage		
Fire Extinguishers Accessible		
First-Aid Kit Present		

## Quality Control

Item	Satisfactory	Notes
Workmanship Consistent with Specification		
Material Storage as per Guidelines		
Defective Work Corrected		

## Financial Records

Item	Verified	Notes
Invoices & Receipts Organized		
Payments Recorded		
Payroll Records		

Observations & Recommendations

Details