

2026 JOB SITE AUDIT READINESS CHECKLIST

Is your documentation an ironclad defense or a significant liability?
Check the boxes below to assess your risk level.

🕒 Labor & Time Tracking

- Verifiable Clock-In:** Prove exact time and GPS location for every start/end of shift.
- Digital Audit Trail:** Recorded history of every timesheet edit (who, when, and why).
- Overtime Authorization:** Digital records of approvals aligned with company policy.
- Cost Code Accuracy:** Hours assigned to project phases in real-time, not guesstimated later.

⚙️ Equipment & Materials

- Asset Utilization:** Reports showing which machine was used on which job code and when.
- Material Requisitions:** Digital trail from field request through office approval.
- Maintenance Records:** Usage hours tracked to prove compliance with safety standards.

📄 Daily Site Documentation

- Site Condition Logs:** Daily reports including weather, ground conditions, and delay factors.
- Visual Evidence:** Photos that are time-stamped, geo-tagged, and attached to specific logs.
- Subcontractor Verification:** Independent records of sub crew sizes and daily hours worked.
- Safety Logs:** Toolbox Talks logged with verifiable digital attendee signatures.

🛡️ Security & Retrieval

- Instant Searchability:** Produce a project labor report from 12 months ago in under 5 minutes.
- Off-Site Redundancy:** Secure cloud backups protecting data from job site damage or loss.
- Role-Based Access:** Sensitive job-costing data restricted to authorized personnel only.

THE mJOB ADVANTAGE: Does your current system automate all of the above in one single, field-first application?

SCORING YOUR AUDIT RISK

15-18: IRONCLAD

10-14: MODERATE RISK

UNDER 10: HIGH LIABILITY

15-18 Checked (The mJob Standard): You are utilizing real-time, verifiable data to protect your margins. You are ready for any auditor.

Under 10 Checked: Your paper foundation is cracking. One dispute or DOL audit could lead to significant financial loss.