

# Maintenance Audit Readiness Checklist for Construction Teams

## Stay Ahead of OSHA, DOT, and Insurance Audits—Without the Paper Chase

Audits don't give second chances. Whether it's OSHA, DOT, or your insurance provider, compliance failures can cost you time, money, and credibility.

This **Audit Readiness Checklist** is designed specifically for construction maintenance teams managing over 150 assets across multiple job sites. Use it to ensure your team is always ready—**no surprises, no scrambling.**

## SECTION 1: RECORDKEEPING BASICS

### Do you have a centralized system for all maintenance records?

- Work orders logged and categorized by asset
- Technician names and timestamps captured for every job
- Completed service records stored digitally (not on paper or whiteboards)
- Asset history is searchable within 30 seconds

### Are logs backed up and easily exportable?

- Service histories export as PDFs or spreadsheets
- Can generate reports by asset, technician, jobsite, or time period
- Includes digital signatures or technician initials for accountability

## SECTION 2: PREVENTIVE MAINTENANCE & INSPECTION TRACKING

### Are your recurring service schedules documented and active?

- Preventive maintenance intervals are configured for each asset
- Automatic reminders sent to technicians or supervisors
- PM completion is tracked separately from reactive work

### Are all inspections documented and standardized?

- OSHA/DOT/insurance inspection templates are pre-built
- Inspection outcomes are logged with checklists and technician notes
- Missed inspections flagged on a dashboard or alert system

## SECTION 3: FIELD-TO-OFFICE WORKFLOW

### Can technicians log work from the jobsite?

- Mobile app or tablet-friendly service logging
- Photo attachments for completed work or damaged parts
- Ability to log service instantly—no post-shift backlog

**Are field notes and checklist items synced in real time?**

- No delays between job completion and record availability
- Admins notified automatically for overdue or incomplete jobs

## SECTION 4: COMPLIANCE & AUDIT PREPARATION

**Can you pull documentation for any asset in under 1 minute?**

- Yes — including inspection records, work orders, and PM logs
- Includes technician names, completion times, and notes

**Do you have these reports ready before an audit?**

- Last 90 days of inspections
- Last 12 months of service history
- List of overdue or upcoming maintenance
- Incident logs (if applicable)

## SECTION 5: MANAGEMENT & ACCOUNTABILITY

**Is there a clear chain of responsibility?**

- Supervisor sign-off or verification for critical maintenance
- Technician accountability visible in all service records
- Roles and permissions set in your CMMS system

**Are audit-readiness reviews part of your monthly/quarterly process?**

- Internal audits conducted every 1–3 months
- Audit readiness included in team KPIs
- Review meetings scheduled with leadership

### Bonus Tip:

**“If it’s not documented, it didn’t happen.”**

This checklist only works if logging becomes second nature. Use software that simplifies documentation—right from the field.

### Want to streamline this entire checklist?

Try **EZO CMMS**—the #1 compliance solution for construction maintenance teams.

Track inspections, service logs, and technician work—automatically.

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