Job Order Contract (JOC) Audit – Executive Checklist

1. Cost Data Verification

• Confirm all unit prices are sourced from an objective, current, locally researched cost database (e.g., 4BT UPB).

• Validate applied quantities against actual measurements or as-built drawings.

• Ensure applied coefficients align with the contract agreement and scope.

2. Scope & Line Item Integrity

• Match each line item to a clearly defined scope of work.

• Check for scope creep or inclusion of non-contract work.

• Identify any use of "non-prepriced" items and ensure they are justified with market quotes and proper documentation.

3. Compliance & Contract Adherence

• Verify all procurement steps comply with applicable procurement regulations and JOC program guidelines.

• Confirm required approvals and documentation are present before work commences.

4. Financial Accuracy & Payment Controls

• Cross-check invoices against approved estimates and field-completed work.

• Ensure no double-billing or billing for unperformed work.

• Validate retention, tax, and discount calculations.

5. Performance & Schedule Tracking

• Review contractor performance on schedule adherence, quality, and responsiveness.

• Confirm project close-out documentation is complete, including warranties and maintenance requirements.

6. LEAN Continuous Improvement

• Document lessons learned and recurring cost or scope issues.

• Provide feedback to refine workflows, estimating accuracy, and collaboration practices.

• Track KPIs for cost predictability, schedule reliability, and customer satisfaction.