

PREVAILING WAGE QUALITY ASSURANCE REVIEW CHECKLIST

CONTRACT ID	PRIME	REVIEWED CONTRACTOR
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Quality Assurance Review Level (*Check appropriate level*)

Local Agency Level

Transportation Service Center (TSC) Level

Statewide Level

- Confirm proper posters and prevailing wage information are posted on the job site.

COMMENTS

- This item may not be needed if job site postings were confirmed during the field reviews or interim documentation reviews for local agency projects and documented in the project file.

COMMENTS

- Review form 1156 for completeness.

COMMENTS

- Verify interview information has been compared to the corresponding certified payrolls.

COMMENTS

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- Verify that follow-up actions have been taken when required.

COMMENTS

- Verify that the project file contains proper documentation when reduced frequency for interviews is used.

COMMENTS

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- Verify form 1954 completed for each contractor with delinquencies noted and notice logs completed if applicable.

COMMENTS

- Verify that appropriate apprentice and trainee documentation is submitted by the contractors and placed in the project file when apprentices and trainees are shown on certified payrolls.

COMMENTS

4. CERTIFIED PAYROLL REVIEW

- Verify notices have been issued for deficient payrolls and follow-up actions have been taken when applicable.

COMMENTS

- When violations are discovered, verify appropriate actions have been taken.

COMMENTS

- Verify resolution has been obtained in a timely manner or appropriate actions have been taken (mutually agreed extension to resolve or proper notices, non-compliance damages and Contractor Performance Evaluations issued).

COMMENTS

REVIEWED BY <i>(Name)</i>	DATE
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The findings are to be summarized in a cover memo for distribution with this form.

Distribution: Local Agency Level: Original – Construction Engineer/Designated

Copy – Region Coordinator for Prevailing Wage

Designated Representative: Copy – Construction Field Services (CFS) Division Prevailing Wage Compliance Specialist

TSC Level: Original – Region Coordinator for Prevailing Wage

Copy – TSC Manager

Copy – CFS Division Prevailing Wage Compliance Specialist

Statewide Level: Original – CFS Division Prevailing Wage Compliance Specialist

Copy – Region Coordinator for Prevailing Wage

Copy – Associate Region Engineer – Operations