MySmartPlans® FAA Airport Project Compliance Checklist

Audit-Ready | Closeout-Ready by Design

Project Governance (Day One Controls)

- ☐ Digital Information Librarian (DIL) assigned
- ☐ Single source entry enforced
- ☐ Automatic date- and time-stamping enabled
- ☐ End-of-day reporting cadence established
- ☐ Tamper-evident change history active
- ☐ All project data fully linked

Construction Safety & Phasing (CSPP)

- ☐ CSPP developed and FAA-approved
- ☐ Pre-construction safety meeting documented
- ☐ Phasing plans tracked and revisions logged
- ☐ Daily safety compliance recorded
- ☐ Deviations documented with corrective action

Operational Safety During Construction

- ☐ Operational safety plan approved
- ☐ Work zones, barricades, and markings verified
- ☐ Daily safety inspections logged
- ☐ Incident / near-miss reports documented
- ☐ FAA coordination records retained

FAA Standard Specifications (AC 150/5370-10)

- [ ] Applicable FAA specification items identified
- [ ] Submittals reviewed and approved
- [ ] Material test results logged
- [ ] Inspection reports tied to spec items
- [ ] Non-conformance issues resolved and recorded

Progress & Inspection Reporting

- [ ] Daily inspection reports completed
- [ ] Progress reports maintained
- [ ] Schedule updates linked to work performed
- [ ] Pay quantities verified
- [ ] Records time-stamped and preserved

FAA Forms & Airspace Notices (14 CFR Part 77)

- [ ] FAA Form 7460-1 submitted (if required)
- [ ] FAA determinations documented
- [ ] Obstruction / height changes tracked
- [ ] Supplemental notices filed as needed

Airport Improvement Program (AIP) Compliance

- [ ] Grant conditions identified
- [ ] Eligible costs documented
- [ ] Labor compliance records maintained
- [ ] Buy America documentation retained
- [ ] DBE / civil rights compliance logged

Grant Assurances & Sponsor Obligations

- [ ] Applicable grant assurances identified
- [ ] Compliance documentation linked
- [ ] Planning consistency verified
- [ ] Non-discrimination compliance recorded

Change Management & Decision Traceability

- [ ] Changes documented and approved
- [ ] Decisions linked to drawings, RFIs, and specs
- [ ] Cost and schedule impacts recorded
- [ ] FAA coordination documented (if required)

Continuous Closeout Readiness

- [ ] As-builts updated continuously
- [ ] O&M documentation indexed
- [ ] Test and certification records complete
- [ ] Final inspections documented
- [ ] Closeout package available at any time

MySmartPlans Audit-Ready Verification

- [ ] All data date- and time-stamped
- [ ] Single source of truth enforced
- [ ] End-of-day record verified
- [ ] Fully linked documentation
- [ ] Third-party human accountability confirmed

Closeout is not an event. It is a condition. If data can be manipulated, it is not audit-ready.