

## 1. How To: Prepare an Audit

1. Assuming that you logged successfully into the system and you're on the home page of the CATS system. Navigate to the 'Prepare Audit Page' by using the menu item as shown below.

**Construction Audit Tracking System**

Home Contract **Audits** Check Lists Maintenance Help Logout

CATS Home Page

The Washington Department of Transportation (WSDOT) is the lead agency for the Construction Audit Tracking System (CATS). The system (CATS) is a construction and inspection audit system that will be used by WSDOT for all design build projects and can be applied to all other WSDOT construction, testing and inspection processes. This system will provide a communications process that allows WSDOT and contractors to resolve non-compliance issues found during construction inspections. This system is a new need to WSDOT and does not replace any existing computer systems at the agency.

Prepare Audit  
Perform Audit  
NCI Response  
PE Templates  
Audit Status  
Contractor Status  
WSDOT Status  
Search Audits/NCIs

**CATS**

2. 'Prepare Audit' page looks as shown below.

Home Contract **Audits** Check Lists Maintenance Help Logout

**Prepare Audit**

\*Work Order# \*Section  
Select a value

Audit# Status  
 New Audit Select a value

Scheduled Activity # Scheduled Activity Description  
Select a value

\*Work Location 1 WL1 # Work Location 2 WL2# Work Location 3 WL3#  
Select a value

Location Description From Station To Station  
Select a value

**Choose Audit Items from one of the following sources :**

HQ Check List  PE Check List  PE Audit Template [View Current Audit Items](#)

Check Lists \*Audit Type \*Discipline \*Sub Category  
Select a value

Spec ID	Title	Spec Requirements	Sort ID

Save Copy As Preview Export to Excel Save as Template Reset

3. Select a Contract/Work order (if it is not already pre-selected).

\*Work Order# \*Section  
007100 EVERETT HOV DESIGN BUILT

4. Click on 'New Audit'

Audit#   New Audit Status

5. Select a Scheduled Activity Number (optional)

6. Select Work Level 1 (required)

7. Select Work Level 2 (optional)

8. Select Work Level 2 (optional)

9. Select Work Level 3 (optional)

10. Fill in WL1#, WL2#, WL3#, Location Description, From Station & To Station appropriately (All are optional)

Scheduled Activity #  Scheduled Activity Description

\*Work Location 1  WL1 #  Work Location 2  WL2#  Work Location 3  WL3#

Location Description  From Station  To Station

11. At this point you can create Audit Items by selecting Spec Items from one of the following existing 'Spec Item' sources (which already might have created).

- a. HQ Check Lists.
- b. PE Check Lists.
- c. PE Audit Templates.

**Choose Audit Items from one of the following sources :**

HQ Check List  PE Check List  PE Audit Template  **View Current Audit Items**

Check Lists  \*Audit Type  \*Discipline  \*Sub Category

12. If you have HQ Check List pre-defined: Select the 'HQ Check List' radio button and then 'HQ Check Lists' Drop Down List box is populated with the existing 'HQ Check Lists'.

**Choose Audit Items from one of the following sources :**

HQ Check List  PE Check List  PE Audit Template  **View Current Audit Items**

Check Lists  \*Audit Type  \*Discipline  \*Sub Category

Select a value	Title	Spec Requirements
Inspection 2004		

13. Select the desired Check List ('Inspection 2004' in this case, as shown below) from the 'Check Lists' drop down list box. Once the selection is done, the 'Audit Type' drop down list box is assigned the appropriate value ('Inspection' in this case) and 'Discipline' drop down list box is populated with all the pre-defined 'Disciplines' for that HQ Check List by the system.

**Choose Audit Items from one of the following sources :**

HQ Check List
  PE Check List
  PE Audit Template
  View Current Audit Items

Check Lists: Inspection 2004
 \*Audit Type: Inspection
 \*Discipline: Select a value
 \*Sub Category: Select a value

Spec ID	Title	Spec Requirements	Sort ID

Select a value  
 BASES  
 DRAINAGE  
 EARTHWORK  
 MISC. CONSTRUCTION  
 PAVEMENTS  
 STRUCTURES

14. Select an appropriate 'Discipline' ('Bases' in this case). Upon selection 'Sub Category' drop down list box is populated with all the pre-defined 'Sub categories' associated with the 'HQ Check list' and the 'Discipline' as well. Please note that each and every 'Discipline' has a different set of 'Sub Categories' associated. These are all pre-defined at 'HQ Check List' creation stage.

**Choose Audit Items from one of the following sources :**

HQ Check List
  PE Check List
  PE Audit Template
  View Current Audit Items

Check Lists: Inspection 2004
 \*Audit Type: Inspection
 \*Discipline: BASES
 \*Sub Category: Select a value

Spec ID	Title	Spec Requirements	Sort ID

Select a value  
 CRUSHED SURFACING (incl BALLAST)  
 ASPHALT TREATED BASE  
 GRAVEL BASE

15. Select a 'Sub Category' ('Gravel Base' in this case). Upon selection all the Spec Items for the combination of 'Discipline & Sub Category' ('Bases & Gravel Base') are shown in the grid below.

Check Lists: Inspection 2004
 \*Audit Type: Inspection
 \*Discipline: BASES
 \*Sub Category: GRAVEL BASE

Spec ID	Title	Spec Requirements	Sort ID	Select for Audit
4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	275	<input type="checkbox"/>
4-02.3	Placement	Gravel base shall be uniformly spread upon the prepared subgrade to the depth, width, and cross-section shown in the Plans. The nominal depth of compacted material in one course shall not exceeded 0.75 foot without the approval of the Engineer. Construction methods used shall meet the applicable requirements of Sections 4-04.3.	276	<input type="checkbox"/>
4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	277	<input type="checkbox"/>
4-02.3	Compaction	Immediately following spreading and final shaping, each layer of gravel base shall be compacted to at least 95 percent of the standard density determined by WSDOT test method No. 606 before the next succeeding layer of surfacing or pavement is placed. The determination of field in-place density shall be made by the Nuclear gauge.	278	<input type="checkbox"/>

16. The grid (shown as above) lists all the Spec Items for a given 'Discipline & Sub Category'. Now you can select Spec Items ( by clicking the check boxes in every row, in 'Select for Audit' column) and click on 'Save' Button.

**Choose Audit Items from one of the following sources :**

HQ Check List
  PE Check List
  PE Audit Template
  **View Current Audit Items**

Check Lists: 
 \*Audit Type: 
 \*Discipline: 
 \*Sub Category:

Spec ID	Title	Spec Requirements	Sort ID	Select for Audit
4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	275	<input checked="" type="checkbox"/>
4-02.3	Placement	Gravel base shall be uniformly spread upon the prepared subgrade to the depth, width, and cross-section shown in the Plans. The nominal depth of compacted material in one course shall not exceeded 0.75 foot without the approval of the Engineer. Construction methods used shall meet the applicable requirements of Sections 4-04.3.	276	<input type="checkbox"/>
4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	277	<input checked="" type="checkbox"/>
4-02.3	Compaction	Immediately following spreading and final shaping, each layer of gravel base shall be compacted to at least 95 percent of the standard density determined by WSDOT test method No. 606 before the next succeeding layer of surfacing or pavement is placed. The determination of field in-place density shall be made by the Nuclear gauge.	278	<input type="checkbox"/>

17. Upon a successful 'Save' the following things happen:
- New Audit Number is generated (only if it is a new Audit)
  - The selected Spec Items are pulled into this specific Audit.

At this point the Audit is successfully created.

**Data saved successfully.**

\*Work Order#: 
 \*Section:

Audit#: 
 New Audit
 Status:

'007100-00032' is your new Audit Number. From this point onwards this is new Audit any more, If you want to add more Audit Items, or change any of the data you simply edit the data and Save.

18. To view the Audit Items that are just pulled into this Audit from the 'HQ Check List (Inspection 2004), click/select on 'View Current Audit Items' radio button and upon the selection the grid will show all Audit Items (2 in this case) that are part of this Audit.

**Choose Audit Items from one of the following sources :**

HQ Check List
  PE Check List
  PE Audit Template
  **View Current Audit Items**

Check Lists: 
 \*Audit Type: 
 \*Discipline: 
 \*Sub Category:

Spec ID	Title	Spec Requirements	Sort ID	Delete ?
4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	275	<input type="checkbox"/>
4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	277	<input type="checkbox"/>

19. If you have a PE-Check list pre-defined and want to select Audit Items from that list: Select the 'PE Check List' radio button and upon selection 'Check Lists' Drop Down List box is populated with the existing 'PE Check Lists'.

**Choose Audit Items from one of the following sources :**

HQ Check List 
  PE Check List 
  PE Audit Template 
  View Current Audit Items

Check Lists:  
 \*Audit Type:  
 \*Discipline:  
 \*Sub Category:

Spec ID	Title	Spec Requirements	Sort ID

20. **Repeat steps from 13-16** to select Audit Items from the PE Check List.

21. If you have a 'PE-Audit Template' predefined and want to select Audit Items from the PE-Audit Template: Select the 'PE-Audit Template' radio button and upon selection 'Check Lists' drop down list box is populated with the existing 'PE-Audit Templates'.

**Choose Audit Items from one of the following sources :**

HQ Check List 
  PE Check List 
  PE Audit Template 
  View Current Audit Items

Check Lists:  
 \*Audit Type:  
 \*Discipline:  
 \*Sub Category:

Spec ID	Title	Spec Requirements	Sort ID
007100-00032	as template		

22. **Repeat steps from 13-16** to select Audit Items from 'PE-Audit Template'.

23. If you don't have any HQ or PE or PE-Audit templates or you want to create a Audit Item (for special provisions specific to this particular contract). Then click on 'View Current Audit Items'. Select the appropriate Discipline & Subcategory under which you want to create this Audit Item. In this case 'Base & Gravel Base' are the 'discipline & sub category' combination. Upon selection of Discipline & Sub Category, the grid displays all the existing Audit Items along with an option ('Add Requirements') to add new Audit Items (special provisions in this case).

Choose Audit Items from one of the following sources :

HQ Check List  PE Check List  PE Audit Template

View Current Audit Items

Check Lists  \*Audit Type  \*Discipline  \*Sub Category

Spec ID	Title	Spec Requirements	Sort ID	Delete ?
4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	275	<input type="checkbox"/>
4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	277	<input type="checkbox"/>

Add... Requirements

Save

Copy As

Preview

Export to Excel

Save as Template

Reset

24. Click on 'Add...Requirements' button to create a new blank row in the grid to add any new Audit Items (special provisions etc).

Spec ID	Title	Spec Requirements	Sort ID	Delete ?
4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	275	<input type="checkbox"/>
4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	277	<input type="checkbox"/>
*				<input type="checkbox"/>

25. Enter the appropriate data for SpecId, Title, Spec Requirements, Sort ID (sample data specified in the picture below) and click on 'Save' Button to save the Audit Item.

Spec ID	Title	Spec Requirements	Sort ID	Delete ?
4-02.3	Subgrade Preparation	The subgrade shall be prepared as specified in Section 2-06 and shall be approved by the Engineer before placing ballast or surfacing materials.	275	<input type="checkbox"/>
4-02.3	Shaping	Each layer of surfacing material shall be spread by equipment that is approved by the Engineer. A paving machine or motor grader may be used.	277	<input type="checkbox"/>
* 4-0xx	special-prov	need to inspect differently..	3	<input type="checkbox"/>

26. To add multiple Audit Items at once, In the step 21 click on 'Add Requirements' button multiple times (equal to the number of Audit Items you want to create). The grid will create multiple blank rows (proportional to the number of times you clicked on the 'Add Requirements' button). And repeat **Steps 24-25**.