

Required Weatherization Assistant Statuses – Audit Events

Audit Tab	
Status	Description
Site Visit Completed On	Date onsite audit. Start date for job length.
Audit Complete and Locked On	Indicates all work orders have passed inspection and all invoices have been approved or paid. <i>This status is required for a job to be counted as a completed unit.</i>
Work Order Tab --General	
Status	Description
Work Order Issued On	Date a work order issued.
Work Completed On	Date a crew or contractor completed on-site work. <i>This status is required on all work orders for a job to be counted as a completed unit.</i>
Work Order Cancelled On (If Applicable)	Date work order is cancelled.
Rework Completed On (If Applicable)	Date a crew or contractor completed on-site rework.
Work Order Tab – Inspection	
Status	Description
Passed On	Date all measures in this work order are passed by a Quality Control Inspector. <i>This status is required on all work orders for a job to be counted as a completed unit. The ‘Passed On’ date of the last work order determines job completion date.</i>
Failed On (If Applicable)	Date any measures in this work order were failed by a Quality Control Inspector.
Work Order Tab – Payment	
Status	Description
Invoice Approved On	Date when the invoice and associated work is approved for payment
Invoice Paid On	Date when an invoice is paid
Not Required (If Applicable)	Indicates payment is not required for the measures in this work order
Other (If Applicable)	Used when a final inspection could not be completed per Policy Manual 4.6.4, (include justification in Client or Audit tab comments)