

The 90-Day Audit-Proof Plan

Days 1–30: FILES (Chapters 1–3)

- ☐ Day 1: the 48-hour checklist, no letter required: the four calls and decisions that don't need one. Point of contact named, TPA called for the enrollment certificate, insurance agent called to confirm the filing is active, attorney decision made on purpose (Ch. 1). The two steps that do need a letter in hand (calendar their deadline, triaging their request list) wait until one arrives.
- ☐ Days 2–7: pull and read your SMS profile; mark your worst BASIC and the one closest to its line; write down every entry that's simply wrong; calendar the monthly 15-minute check (Ch. 2)
- ☐ Days 8–21: build/verify a DQF for every driver: eight items each, cover sheet on top; honest gap list for anything missing. The application checklist and inquiry letter are Ch. 3's companion download (Ch. 3)
- ☐ Days 22–30: retroactive cleanup, honestly dated; every date from the driver files onto one calendar, with alerts (Ch. 3)

Days 31–60: PROGRAMS (Chapters 4–7)

- ☐ Days 31–38: drug-and-alcohol program verified real: enrollment certificate in hand, roster current, Clearinghouse registration and TPA designation done, both query types calendared, the five-step hiring gate written down and taped up (Ch. 4)
- ☐ Days 39–45: HOS self-audit #1: unassigned drive time cleared, edits, supporting docs filed by driver and week; calendar the monthly hour and the weekly ten-minute check (Ch. 5)
- ☐ Days 46–53: one maintenance folder per unit; the one-page written fleet schedule; DVIR defect-repair loop live; annual inspections verified per unit (Ch. 6)
- ☐ Days 54–60: glovebox kits in every cab; Pull-Over Card briefed with every driver, ten minutes at a driver meeting; one person named to read every roadside report the day it's written (Ch. 7)

Days 61–90: CADENCE (Chapters 8–11)

- ☐ Days 61–67: the ambush-paper sweep: insurance *filing* confirmed active on FMCSA's side, notice channel built with a name on it, accident register, MCS-150 date and contact fields, UCR/IRP/IFTA; the one-binder rule (Ch. 8)
- ☐ Days 68–74: build the request-list index, then run the 30-minute mock audit with a colleague off that index (Ch. 9)
- ☐ Days 75–81: learn the corrective action plan format (one block per violation, six items, an exhibit behind each), then run the DataQs pass on the wrong-data list from Days 2–7. File where you hold a document; skip where you don't (Ch. 10)
- ☐ Days 82–90: install the weekly 30-minute cadence: the next sixty days read off the one calendar, the gate run on anything new, the week's inspection reports read, the unassigned driving cleared. Post the one-page cadence sheet where the binder lives. The meeting is the system (Ch. 11)

Every block above is its chapter's headline, not its whole walkthrough. Each one compresses six to nine numbered steps into a line that fits on a printed page, and that compression is real. The block tells you what

those days are for, and the chapter's own "Do This Now" tells you how to spend them. So when a block comes due, open that chapter. There's no version of this page that replaces them, and a plan pretending otherwise would be the most expensive kind of tidy.

Day 90: the nine things to verify

DO-CONFIRM. You just spent ninety days doing this, so work from memory first: say out loud what you think the answer is, then go open the folder and check. Where memory and the folder disagree, the folder is right, and that gap is the entire reason this page has a second half.

Most of what's below is a version of Chapter 1's Short List: a required system that doesn't exist, or a person or truck that shouldn't be in service. Appendix C carries that list in full, with the citations. The rest are the machinery that keeps the first group from lapsing while you're busy.

PAUSE POINT: it's day ninety and every box above is checked. Stop here, before you call this finished and go back to running the company.

- ☐ Every driver in a seat is legally qualified to be in it today: medical certificate current, CDL valid for the class they actually drive, nobody disqualified behind the wheel
- ☐ The testing program is real and the random program is running. The enrollment certificate is in your hand, not assumed because you pay somebody
- ☐ Nobody is driving whose full Clearinghouse query you never ran, and the annual limited queries sit on the calendar by anniversary date
- ☐ Unassigned drive time is cleared rather than carried, the weekly check is running, and no log in the file says something a driver didn't do
- ☐ Every unit has a current annual inspection **report** in its folder (the report, not the decal), trailers, the spare, and the one that came in from a leased operator included
- ☐ Nothing has moved after being placed out of service, and every roadside report has a work order behind it and its certification of action taken sent back
- ☐ The insurance *filing* is active on FMCSA's side, which is a different fact from the policy being paid
- ☐ Somebody's name is on the mail and on the portal, and that person knows it. A notice nobody opens costs the same as a notice that never came
- ☐ One calendar holds every date from the blocks above, alerts set, and the weekly half hour has survived one week you didn't feel like it

The one prohibition that belongs on this page: current dates for current work, always. You must not date a record earlier than the day you made it, and you must not write a record for work that didn't happen. A gap you closed late and dated honestly is a document. The same gap dated backward is a different and much worse problem, and it's the only item on this page that can't be walked back.

Nine boxes. Any "no" here outranks whatever else was on your list this week.

Done means: every box on this page checked once, and the weekly cadence running, which re-checks them all forever. That's audit-proof by default: not a heroic cleanup, a calendar.