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## Appendix A

### COR Checklists

#### A.2: Checklist for Contents of a COR Working File

	Copy of the COR letter of appointment/designation from the contracting officer; copies of any changes to that letter; and a copy of any termination letter
	Copy of the contract, delivery order or task order, and all contract modifications
	Copy of the contract data requirements lists (CDRLs) submitted to the COR as required by the contract; COR's analysis of the CDRLs and any resulting actions taken
	Copy of the QASP and a record of each individual surveillance conducted, the results, and any actions taken
	Notice of award or notice to proceed
	Copy of the required training certificates
	Names and position titles of contractor personnel who serve on the contract
	All correspondence between the COR and the contractor, contracting officer, or other parties about performance of the contract (and English translations of all correspondence written in a foreign language)
	Copies of all data, reports, and other documentation furnished by the contractor, the COR's analysis of those items, actions taken, and date of each action

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## Appendix A

### COR Checklists

	Copy of the trip report of every visit to the contractor's facility, which must be provided to the contracting officer within 7 days after each visit and must identify people contacted, dates, items discussed, and actions taken
	Memoranda for the record of minutes (including persons present, dates, matters discussed, and actions taken) of any meetings, site visits, telephone conversations, and other discussions with the contractor or others about the contract or contract performance
	Records relating to the contractor quality control system and plan and the results of the quality control effort
	Copy of the surveillance schedule, progress schedules, and schedule of cumulative payments approved
	List of Government-furnished property
	Copy of all approvals (which must be for a COR-designated authority) that the COR has given to the contractor
	Documentation pertaining to the COR's receipt and acceptance (or rejection) of services performed or supplies delivered, including receipts, reports, and other data
	Copies of all DD 250s, invoices, vouchers, and receipt documents processed, including COR recommendations relating to them
	Samples, photographs, witness statements, and other factual data to support documentation
	Records of all weather conditions, which is particularly important for administering construction contracts and other contracts that call for outdoor performance, where severe weather or bad weather conditions could delay contract performance or completion
	Records of any Government actions that affected or influenced contractor performance
	Applicable laboratory test reports
	Copies of deficiency reports
	Copy of each COR monthly report
	Any other documentation and data necessary to provide a complete history of all actions taken by the COR under, or in connection with, the contract