

A.3: COR Surveillance Checklist

	Is the COR maintaining a separate file for each contract?
	Is the file clearly indexed to enable ready access to pertinent records?
	Has the COR been trained within the past 3 years, and is the certificate present?
	Is a copy of the COR's letter of appointment/designation in the file?
	<ul style="list-style-type: none">• Does the COR file include the following items?• Copy of the contract• All modifications• All invoices• All DD 250s• Deficiency reports• Copy of QASP• Copy of required regulations• Memoranda for the record and other correspondence and e-mails• Surveillance checklist• Surveillance schedule• Environmental Plan• Maintenance Plan• Work Plan• GFP inventory• Safety Plan• Test reports• GFP validation
	Has the COR reported contractor full-time equivalents (CFTEs) or validated the contractor's input? ⁴⁵
	If the COR is responsible for contractor performance reporting, has the COR completed CPARS report inputs?
	Has the COR performed contractor surveillance and site visits?
	Are the results of the surveillance and inspections documented?
	Does the COR complete a periodic contract performance report and forward it to the contracting officer?

⁴⁵ OSD Memorandum "Guidance for the Submission and Review of the FY 2011 Inventory of Contracts for Services," December 29, 2011