

COR CONTRACT FILE REVIEW

COR:	
CONTRACT NUMBER:	
DESCRIPTION OF SUPPLY SERVICE:	
REPORTING PERIOD:	
DATE:	

1. Is the COR maintaining a separate file for each contract?
 Yes
 No

2. Is the file clearly indexed to enable ready access to pertinent records?
 Yes
 No

3. Has the COR received NAF COR Training or other approved training?
 Yes
 No
 Has the COR received other COR related training within the last 3 years?
 Yes: Date of Training: _____ Name of Training: _____
 No

4. Does the COR have a copy of the designation memorandum (Appointment Letter) signed by him/her and the KO in the file?
 Yes
 No

5. Does the COR file have all necessary documentation in the file?
 - a. Copy of the Contract
 Yes
 No

 - b. All Modifications
 Yes
 No
 N/A

c. All DD250s or other appropriate documents

- Yes
- No
- N/A

d. Deficiency Reports

- Yes
- No
- None Exist

e. Memo for Records/Other Correspondence

- Yes
- No
- None Exist

f. Quality Assurance Surveillance Plan

- Yes
- No
- N/A

g. Contractor Quality Control Plan

- Yes
- No
- N/A

h. Environmental Plan

- Yes
- No
- N/A

i. Maintenance Plan

- Yes
- No
- N/A

j. Work Plan

- Yes
- No
- N/A

k. Safety Plan

- Yes
- No
- N/A

- l. Government Furnished Equipment (GFE)
- Yes: Has the inventory of the GFE been validated by the COR? Yes No
 - No
 - N/A
- m. Contractor Furnished Equipment (CFE)
- Yes
 - No
 - N/A
- n. All Invoices
- Yes
 - No
6. Has a letter been provided to the COR notifying him/her of the names and telephone numbers of persons who function as technical or administrative assistants that provide information to the COR?
- Yes
 - No
 - N/A
7. Has the COR performed contract surveillance/inspection and site visits?
- Yes: Date of last surveillance: _____ Date of last Site Visit: _____
 - No
8. Are the results of surveillance/ inspection and site visits in the file?
- Yes
 - No
 - N/A
9. Has the COR completed a Past Performance Questionnaire furnished by CNIC?
- Yes: Date of Last PPQ: _____ Next PPQ Due: _____
 - No
 - Performance period has not passed
10. Are there any matters concerning the contract or the contractor that requires the KO's attention?
- No
 - Yes (explain)
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COR Comments:

COR SIGNATURE/DATE

Contracting Officer Comments:

CONTRACTING OFFICER SIGNATURE/ DATE
