

**QUARTERLY REPORT OF
CONTRACTING OFFICER'S REPRESENTATIVE (COR)
EVALUATION REVIEW
SERVICE/SUPPLY**

CONTRACT NO:	DATE:
CONTRACTOR:	COR:

NOTE: If any response to statement is "NO", attach an explanation for each negative response and corrective active taken/initiated.

A. Administration/File Maintenance/Records.

YES	NO	N/A					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Separate COR file maintained for each contract administered.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Copy of COR appointment letter is on file.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Written verification of COR annual review of DOD 5500.7-R(JER).				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. List of names and position titles of individuals serving on the Contract Administration Team and documentation of approval of the Contracting Officer.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Names, titles, and training records of individuals who are functioning as QAEs.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Copies of the following documents on file.				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Contract	Delivery Orders	Contractor's Quality Control (QC) Plan	Contract Mods	D.O. Mods
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Records of dates/times of severe weather conditions that may have affected contract performance.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Copies of correspondence initiated by authorized representative concerning performance of contractor.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Record of inspections and results.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Copies of pertinent factual data (i.e., photographs, witness statements) on file.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. QC Plan is on file. The plan includes an acceptable inspection system, a method of identifying deficiencies and a method of maintaining records of inspections conducted and corrective action taken.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Copy of Quality Assurance Surveillance Plan (QASP) and any changes.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Monthly reports on contract performance (inspections) are provided to the KO.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Documents filed in an orderly method: Memorandums for Record or minutes of meetings; discussions with the Contractor or others concerning the contract or performance; correspondence to the contractor, COR, KO, and/or others concerning the contract; report of inspection; reports of faulty or nonconforming work; reports on delays of problems.				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Test reports/results filed. Comments:				

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. MFR of minutes of preperformance conferences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Contractor's QC efforts/records have been reviewed and determined to be in accordance with the Quality Control Plan.

B. Inspection and Acceptance

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. required inspections(s) scheduled/performed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Inspections conducted/recorded in accordance with the Contract/QASP.
			<input type="checkbox"/> Using appropriate inspection method. <input type="checkbox"/> Using random number selection.
			<input type="checkbox"/> Using correct lot, sample size, and acceptable quality level (AQL) (i.e., random sampling technique are properly used).
			<input type="checkbox"/> Other -
			Comments -
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Does the COR/QAE provide a schedule of inspections to the Contracting Officer by the last workday of the month prior to inspection for information and review.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. QASP adequately covers the monitoring, testing, and verification of contractor's performance of contract requirements.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Are changes to scheduled inspections documented, posted to the schedule, and sent to the Contracting Officer.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Deficiencies in Contractor's performance are identified and corrective actions taken.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. Inspection records are signed, dated, and results annotated.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Contract discrepancy reports (CDR) are initiated timely, resolutions are annotated and file copy maintained.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Deduction analysis accurately performed on file.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. Customer complaints are validated and timely processed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	28. Contractor is promptly notified of unsatisfactory inspection results and validated customer complaints.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	29. Functional area chief and KO are advised of unsatisfactory inspection results and validated customer complaints.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30. Is correspondence written in a clear, straightforward and professional manner.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31. Document indicating government acceptance of service or supply (DD 250, etc) reviewed, signed, and timely processed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	32. Based on the COR review of the contractor's quality control inspections and efforts, the extent of quality assurance surveillance currently performed appears appropriate.

COR Signature _____ DATE _____

Contract SPC Signature _____ DATE _____

Contract Ofcr Signature _____ DATE _____