

## QUARTERLY REPORT OF SURVEILLANCE OF QAE INSPECTIONS

CONTRACT NUMBER			
QAE		DATE	TIME
NOTE: If response to statement is "NO" attach an explanation for each negative response and corrective action taken/initiated.			
YES	NO	N/A	TASKS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. QAE performs random inspections during all hours of Contract operation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. QAE accomplishes random sampling IAW approved sampling guide.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. QAE's sampling guides need some revision/modification (if yes, explain).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. QAE inspections are based on the current sample size and lot size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. QAE performs periodic inspections of performance standards not in PRS and records/reports results. (Inspection of Services)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. QAE prepares a monthly surveillance summary report of KTR's performance and forwards to the KO by 10 <sup>th</sup> workday of following month.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. QAE uses checklist/sampling guides in accordance with the Quality Assurance Surveillance Plan (QASP).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. QAE obtains Contractor acknowledge of inspection.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. QAE performs follow-up inspections of areas with deficiencies and records results.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. QAE provides Customer Complaint forms to customers and investigates customer complaints promptly, validates and takes action as required.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. QAE initiates CORs as appropriate and maintains file copy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. QAE has access to applicable regulations and directives.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. QAE has copies of all applicable Contract sections, mods, Ktr. Plans, etc. required to perform his/her inspections.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. QAE has received QAE training, is knowledgeable of area to be inspected, and uses correct inspection methods.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. QAE recommends changes/improvements in QASP and/or performance stds., as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Based on the QAE review of the contractor's quality control inspections and efforts, does the extent of quality assurance surveillance currently performed appear appropriate?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Are deficiencies in the Contractors performance identified and corrective actions taken?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. Documents filed in orderly method: Memorandum 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 inspections; reports of faulty or nonconforming work; reports on delays or problems.
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YES	NO	N/A	TASKS	
			<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 techniques are properly used).	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Quality Control plan 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"/>	22. The COR/QAE provides a schedule of inspections to the Contracting Officer by last work day of the month prior to inspection for information and review.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. Are changes as scheduled inspections documented, posted to the schedule and sent to the Contracting Officer.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. The Contractor's Quality control efforts/records have been reviewed and determined to be in accordance with the Quality Control plan.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. Other	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Comments	
SIGNATURES:				
QUALITY ASSURANCE EVALUATOR				
CONTRACT ADMINISTRATOR				
CONTRACTING OFFICER				