Annual COR File Inspection Checklist

Reference Guide

SPM Homepage > Menu > COR Surveillance and Oversight > COR Documents

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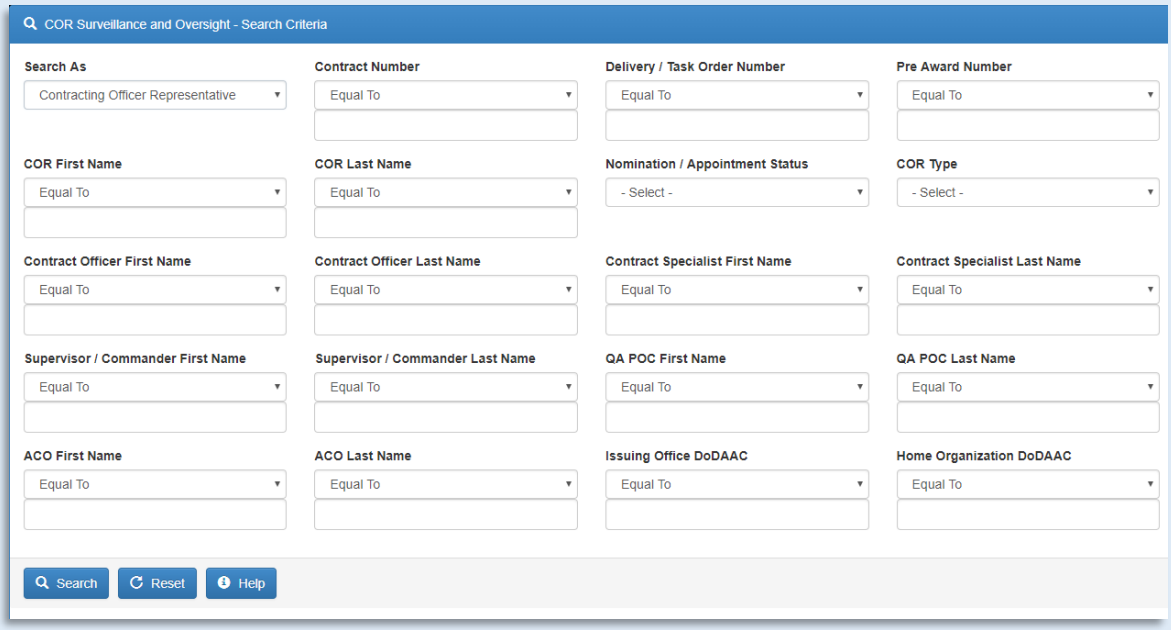
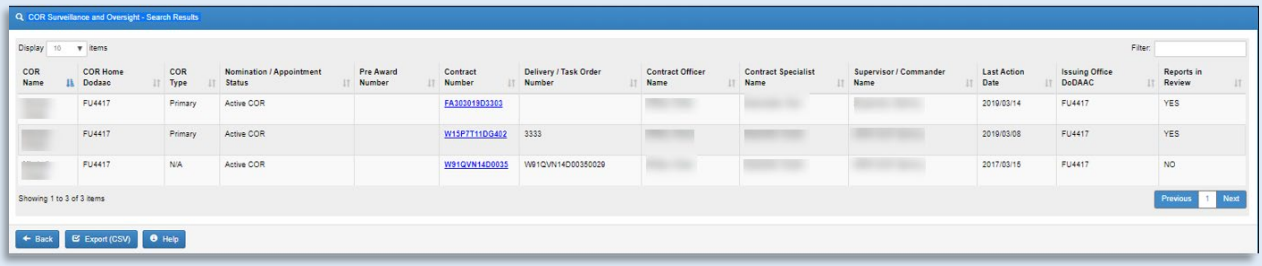
Roles and Access	SPM roles with the ability to Create and Edit an Annual COR Inspection Checklist: • Contract Officer (CO) • Contract Specialist (CS) • Manager • Administrating Contracting Officer (ACO) • Quality Assurance Point of Contact (QAPOC)
Workflow	Upon creation of the Annual COR File Inspection Checklist in SPM, an email copy is sent to the COR, QAPOC, and ACO.
Smart Form Access	Selecting the COR Surveillance and Oversight option from the SPM menu populates the Search Criteria page. Enter the search criteria and select the Search button to display the desired search results. The displayed results contain contracts restricted by role, agency, and Issuing DoDAAC.

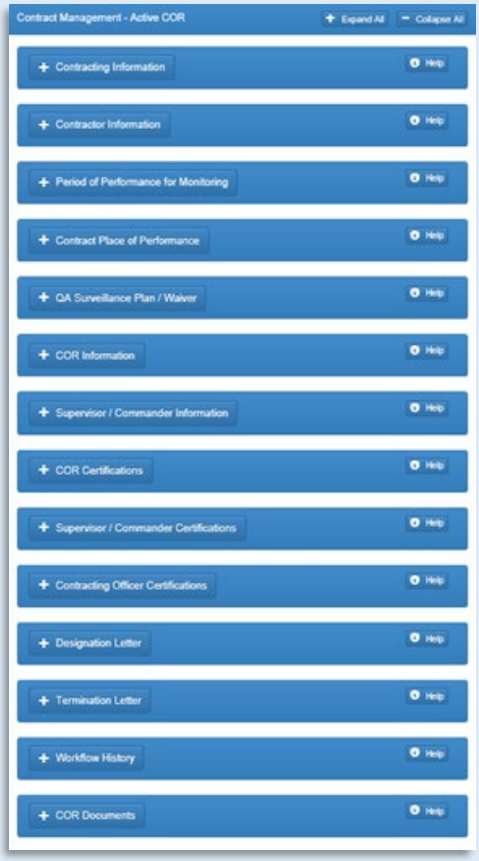


A list of relevant contracts is returned.



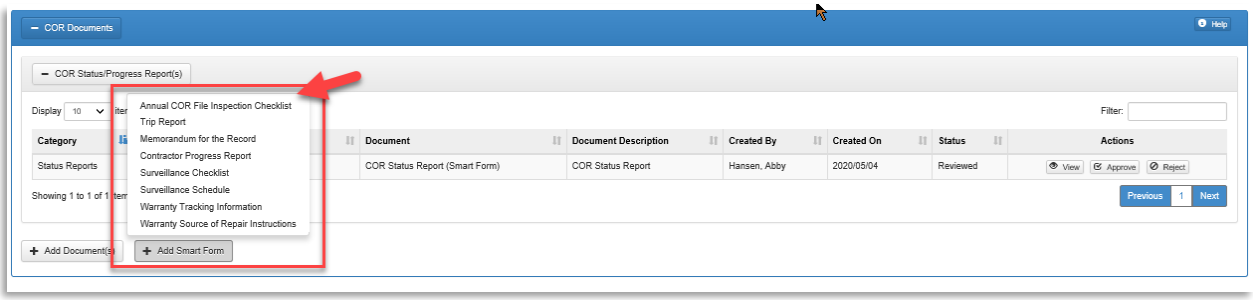
Select the desired Contract link. Each contract contains the following sections:

- Contracting Information
- Contract Place of Performance
- COR Information
- COR Certifications
- Contracting Office Certifications
- Termination Letter
- COR Documents
- Contractor Information
- QA Surveillance Plan/Waiver
- Supervisor/Commander Information
- Supervisor/Commander Certifications
- Designation Letter
- Workflow History
- Period of Performance for Monitoring



Smart Form Selection

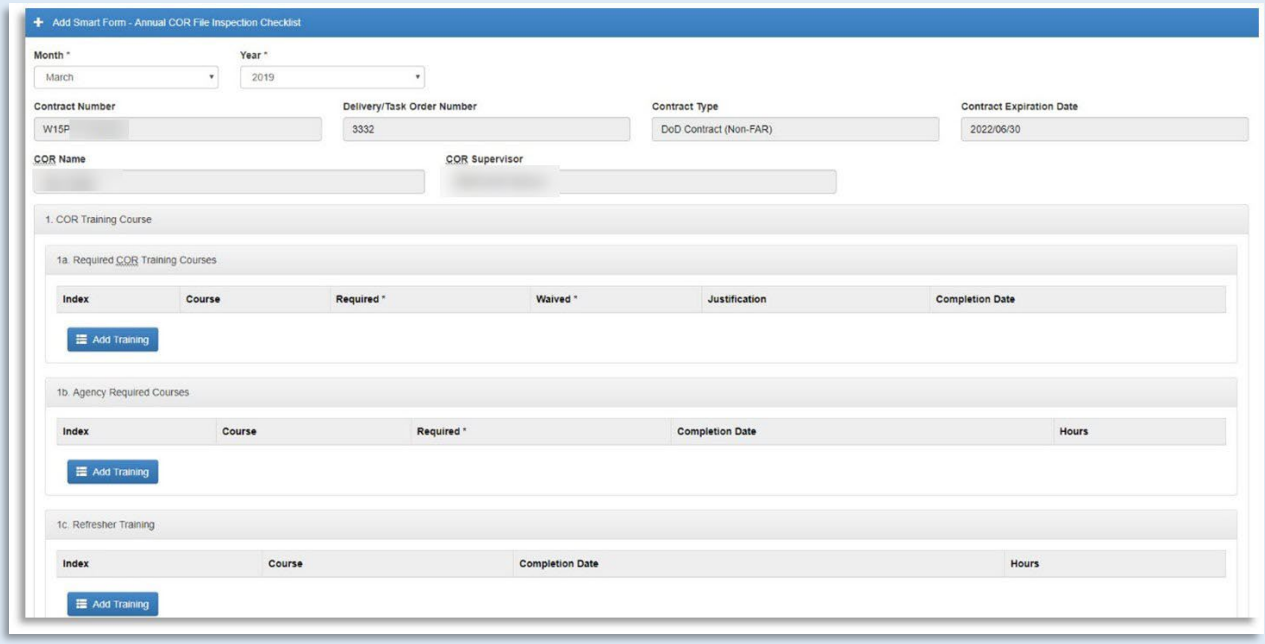
To create, edit, or view a Smart Form, navigate to the COR Documents section. Click the Add Smart Forms button and select the desired Smart Form.

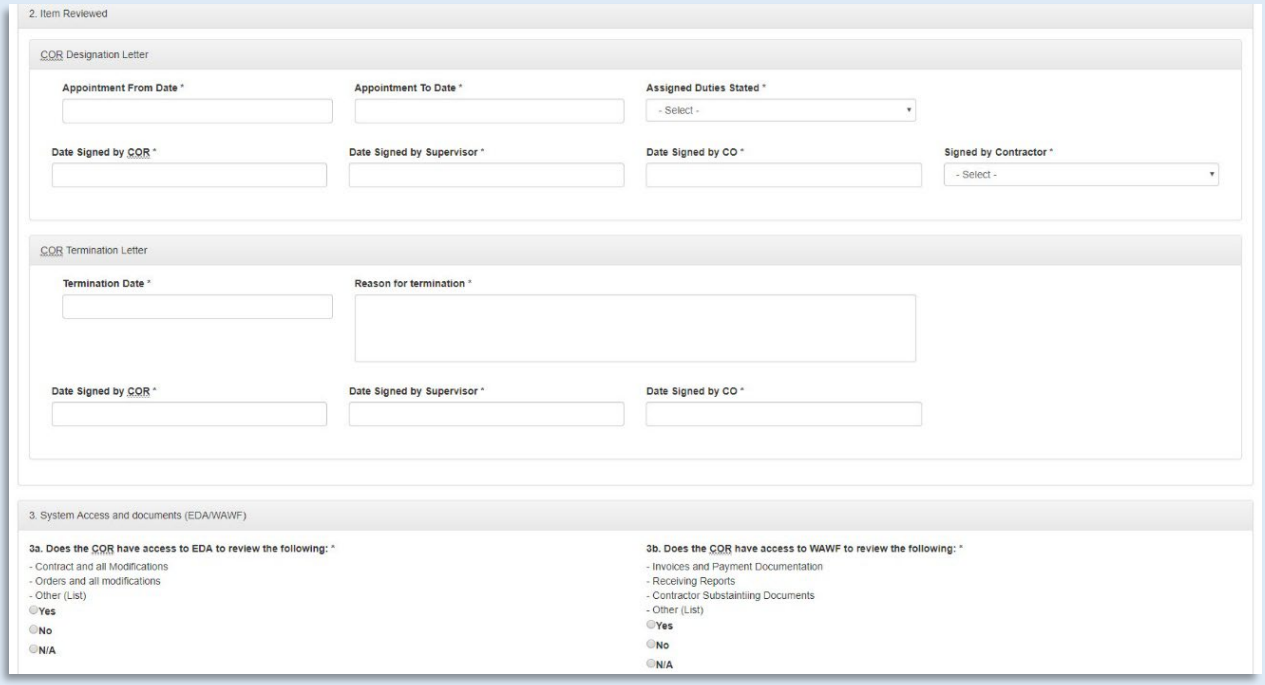


Annual COR File Inspection Checklist Smart Form

Required Fields for Document Submission include:

- Month
- Appointment From Date
- Assigned Duties Stated
- Date Signed by Supervisor
- Signed by Contractor
- System Access and Documents (EDA/WAWF)
- Year
- Appointment To Date
- Date Signed by COR
- Date Signed by CO
- Item Reviewed
- SPM COR Surveillance files contain the following section


Add Smart Form - Annual COR File Inspection Checklist
Month *
March
Year *
2019
Contract Number
W15P
Delivery/Task Order Number
3332
Contract Type
DoD Contract (Non-FAR)
Contract Expiration Date
2022/06/30
COR Name
COR Supervisor
1. COR Training Course
1a. Required COR Training Courses
Index
Course
Required *
Waived *
Justification
Completion Date
Add Training
1b. Agency Required Courses
Index
Course
Required *
Completion Date
Hours
Add Training
1c. Refresher Training
Index
Course
Completion Date
Hours
Add Training


2. Item Reviewed
COR Designation Letter
Appointment From Date *
Appointment To Date *
Assigned Duties Stated *
- Select -
Date Signed by COR *
Date Signed by Supervisor *
Date Signed by CO *
Signed by Contractor *
- Select -
COR Termination Letter
Termination Date *
Reason for termination *
Date Signed by COR *
Date Signed by Supervisor *
Date Signed by CO *
3. System Access and documents (EDA/WAWF)
3a. Does the COR have access to EDA to review the following: *
- Contract and all Modifications
- Orders and all modifications
- Other (List)
Yes
No
N/A
3b. Does the COR have access to WAWF to review the following: *
- Invoices and Payment Documentation
- Receiving Reports
- Contractor Substaintiing Documents
- Other (List)
Yes
No
N/A

4. SPM COR Surveillance files contain the following

4a: Status Report *
- Select -

4b: Progress Report *
- Select -

4c. Correspondence between COR and Contractor/COR and CO documented *
- Select -

4d: Surveillance Documentation

Checklist *
- Select -

Schedule *
- Select -

4e: Plans

Environmental *
- Select -

Maintenance *
- Select -

Safety *
- Select -

Work *
- Select -

Drawings, Specifications and Performance Parameters *
- Select -

4f: Reports

Test *
- Select -

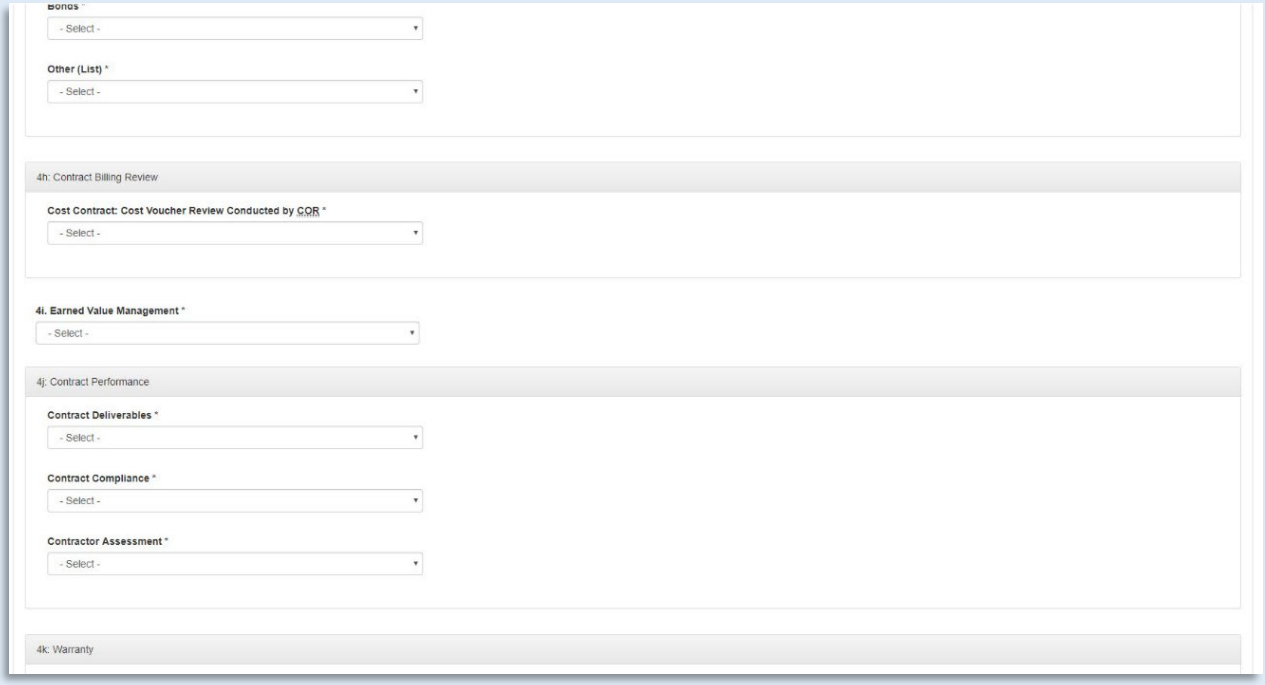
Deficiency *
- Select -

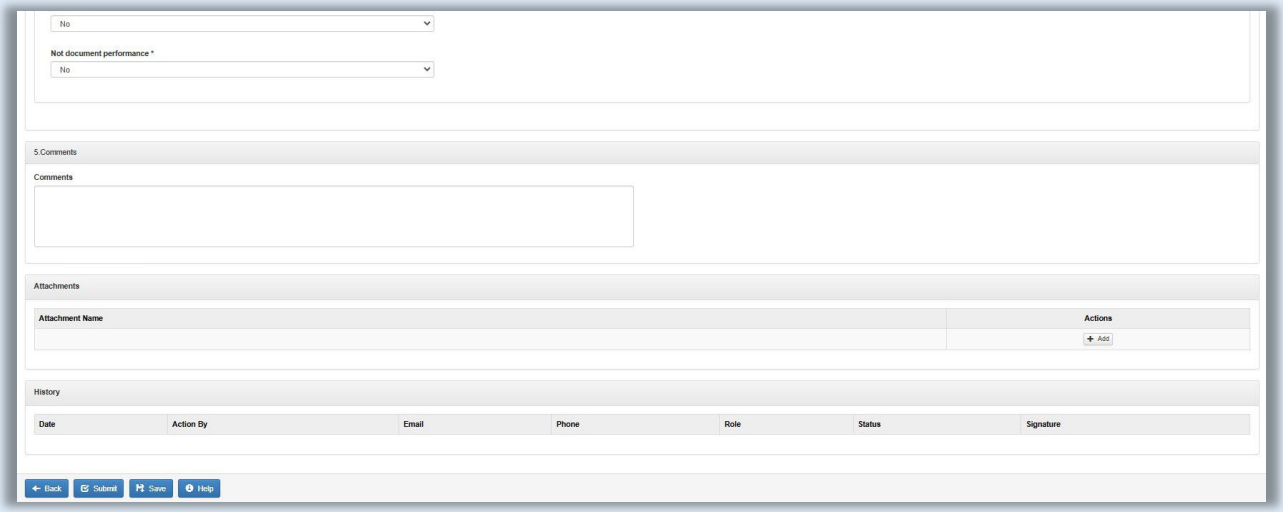
Other (List) *
- Select -

4g: Construction and A&E

Payroll *
- Select -

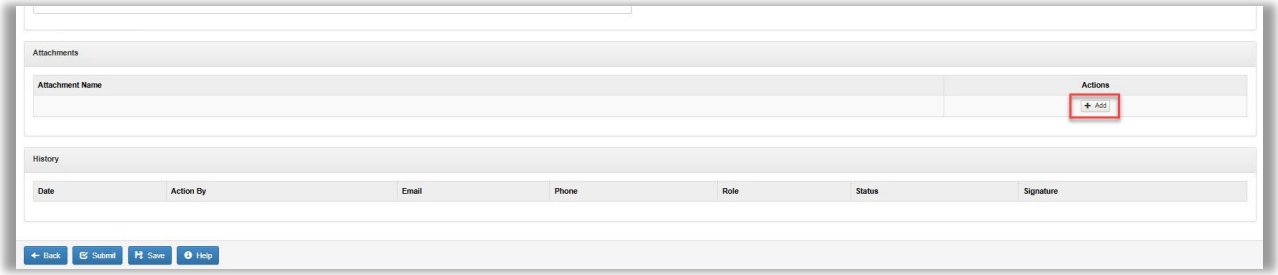
Bonds *



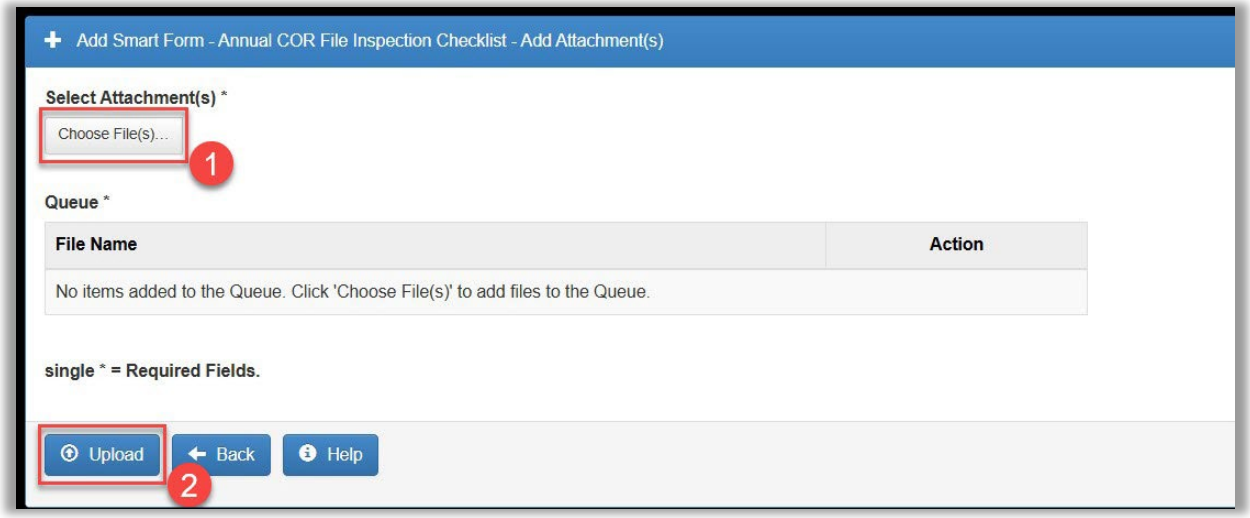


Adding Attachment

To add attachments to the COR File Inspection Checklist, select the **Add** button in the Action column of the Attachments section.



The user is navigated to the Add Attachments page.



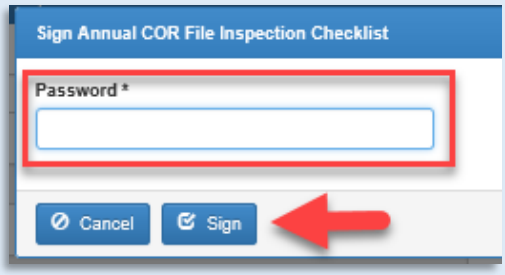
1. To select a file to attach, select the **Choose File(s)** button and locate the file on the local file directory. Attachment size limit is 24 MB.
2. Select the **Upload** button to complete attachment of the file to the COR File Inspection Checklist.

Attachments will be listed in the Attachments section and may be viewed or deleted using the buttons in the Actions column.

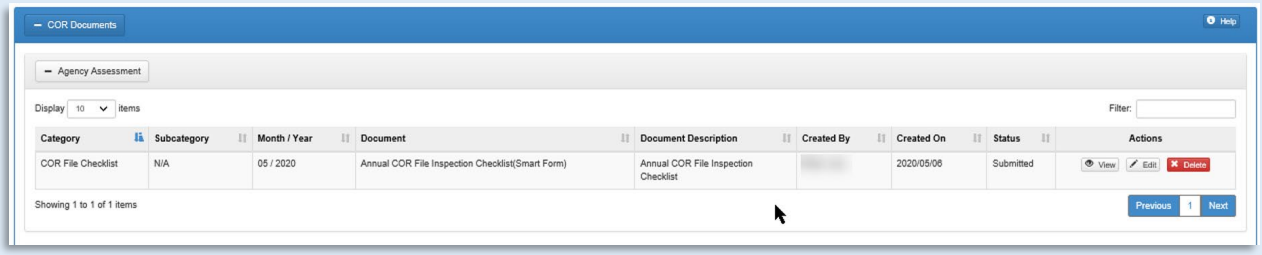
Save/Submit

Select the Save button to save the Smart Form at any time or click the Submit button once all of the required information is entered.

Click the Submit button to continue with the submission process. After selecting submit, enter the correct password into the pop-up window. To move forward with the Submit process, select the Sign button.



After selecting the Sign button, the Annual COR File Inspection Checklist Smart form appears in the COR Documents section of the Contract and can be Viewed, Edited, or Deleted.


COR Documents
Help
Agency Assessment
Display 10 items
Filter:
Category
Subcategory
Month / Year
Document
Document Description
Created By
Created On
Status
Actions
COR File Checklist
N/A
05 / 2020
Annual COR File Inspection Checklist(Smart Form)
Annual COR File Inspection Checklist
2020/05/06
Submitted
View
Edit
Delete
Showing 1 to 1 of 1 items
Previous
1
Next