

Contract Review Worksheet

Reference: Kyra Quality Process, rev 0.0 Jan 2001, Section 3

Adequate specifications and requirements, including delivery date requirements, have been communicated to the subcontractor(s), who have provided satisfactory evidence of the competencies required to meet the requirements of the contract or accepted order.

Yes

No, list or attach requirements:

7. Contract review status

Use this section to record the progress of the contract review process.

Start date:	Review initiated by (name/title):
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Initial review completion date:	Initial review completed by (name/title):
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Initial review found that the contract or tender meets all specified requirements.
 Initial review determined that errors or deficiencies require resolution as specified in the worksheet.
Describe deficiencies found and requirements to be met before contract or tender can be released:

Date of follow-up review (if required):	Follow-up review completed by (name/title)
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Describe corrective actions taken to resolve the errors or deficiencies noted in the initial contract review process; reference and/or attach any applicable documentation.

8. Contract review acceptance

Management Representative for Quality, or his delegated representative, shall verify that the contract review process (see Kyra Quality Process, Section 3) has been completed and all applicable requirements met, prior to the final approval of the contract, tender, or accepted order.

Contract review acceptance date:	Accepted by (name/title),
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Notes/comments: