

BP 4 Surveillance Checklist:

This checklist is intended to be an aid to ensure key policy requirements are met while performing EVMS surveillance activities. It is not intended to replace or include all details within DCMA manuals and EVMSC Business Practices.

Planning Phase:

- ☐ Surveillance events/activities documented within PDREP IAW BP4 (including appropriate risk assessment)?
- ☐ Surveillance events/activities included on the Annual Performance Plan (APP)?
- ☐ All on-site planned events included within the EVMSC Rack and Stack?
- ☐ DAI logged appropriately using D4000?

Conduct Phase:

- ☐ Data Call issued at least 45 days prior to event?
- ☐ All planned guidelines evaluated IAW with BP4?
- ☐ All out of threshold metrics been follow-up on?
- ☐ DAI Logged appropriately using D5460?
- ☐ APP updated to reflect appropriate status?

Check Phase:

- ☐ System Surveillance Template utilized to document results IAW BP4?
- ☐ System Surveillance Reports and CARs reviewed/approved by Group Lead or designee?
- ☐ Has formal documentation for external distribution been archived within IWMS?
- ☐ DECM tracker updated with metric results and proper adjudication?
- ☐ All CARs issued within PDREP IAW DCMA MAN 2303-01 (or via letter when applicable per BP4)?
- ☐ PST collaboration site Business system status updated with surveillance results?
- ☐ DAI logged using D5460/D6000/D6200 as applicable per latest EBST.

Act Phase:

- ☐ Adjustments needed to surveillance plan? If so – repeat Planning Phase
- ☐ CAP follow-up surveillance may require new planned event with APP, PDREP, etc.