

Interim Monitoring Report *(sample)*

Contracts with a term of longer than 30 days should be monitored at regular intervals.

Date:	Contract No.:
Contractor:	
Contract Manager:	

	COMMENTS:
Are the services proceeding according to the terms of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
Do invoices correlate to the work performed to date, as per the terms of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
Have progress reports been submitted, complete and on time as per the terms of the contract? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
Does the contract require any amendments due to unexpected findings? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
Are corrective actions necessary to ensure Contractor fulfills obligations as per the contract terms? If yes, provide details of intended actions. <input type="checkbox"/> Yes <input type="checkbox"/> No 	
Provide details of monitoring strategies used to date (e.g. site visits, complaint investigations, surveys, random samples, analysis of documentation developed, etc.)	