

**PROPERTY MANAGEMENT SYSTEM ANALYSIS
ENTRANCE CONFERENCE CHECKLIST**

CONTRACTOR NAME:

CAGE: _____

PROPERTY ADMINISTRATOR NAME:

DATE: _____

COVERED

NOTES

Identify scope of review (i.e., outcomes or processes to be reviewed).

Identify timeline for completion.

Establish mutual understanding of the *planned* audit processes and sampling procedures to be used.

Clarify audit objectives and Government expectations.

Discuss unresolved deficiencies.

Discuss contractor proposed changes to their property management system.

Discuss deficiencies identified through self-assessments and relative corrective actions.

Inform contractor that an out-brief will be conducted unless prevented by local circumstances.