



# CTIP Checklist (Updated 2021)

**Contract Number:**

**Place of Performance:**

**Name of Auditor:**

**Appointed COR/SME (name, e-mail, redeployment date):**

**Date of Audit:**

**Date of Previous Audit:**

**Number of Non-Conformances:**

**Number of Repeat Non-Conformances:**

**Out-brief with Contractor Supervisor:**  Yes  No (Name, e-mail):

**Contractor QA/QC (name, e-mail):**

**Follow-up required:**  Yes  No

**Audit Summary:**

**Concerns:**

**Non-Conformances (list specific part of contract not in compliance with):**



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## FAR 52.222-50, CTIP Questions

- Has the contractor informed employees of the U.S. Government's Zero Tolerance CTIP policy to include actions taken against them for violations of CTIP policy? FAR Para C (1)
- Do employees understand what TIP is? FAR Para C (1)
- Does the contractor maintain a CTIP Compliance plan? FAR Para (h)
- Does the CTIP Compliance Plan have all the mandatory information? FAR Para (h)
- Are employees charged a recruitment fee? FAR Para (b) (6)
- Do employees maintain their own identity and immigration documents? FAR Para (b) (4)
- Does the contractor provide housing that meets the host county's housing and safety standards? FAR Para (b) (8) (check for cleanliness, overcrowding, fire/safety issues)
- Have employees been provided a copy of their employment contract in a language that they can read? FAR Para (b) (9)
- Has the contractor informed the contracting officer of any information that it receives (including Host Nation law enforcement) that alleges a contractor employee or subcontractor employee has engaged in conduct violating CTIP policy? FAR Para (d) (1)
- Does the contractor provide return transportation for employees upon end of employment? FAR Para (b) (7)
- FAR 252.225-7995 Contractor Personnel Performing in the USCENTCOM AOR (Deviation 2017-00004)
- Have employees been paid? FAR Dev Para (d)(8)(ii)
- Have employees received the agreed upon wage on-time? FAR Dev Para (d)(8)(ii)



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## General Observations:

1. During the review, did you see any indicators of TIP:

- Signs of physical abuse (i.e., bruises, cuts, and/or broken bones)
- Serious communicable diseases
- Injuries from violence or hazardous work conditions
- Escorted or closely monitored at all times
- Someone speaks for them
- Live at or are confined to their worksite – doors locked from outside, fenced-in work site/housing
- Exposure to toxic or hazardous materials
- Evidence of a sexually explicit online advertisement, especially of minors

List all examples. Provide pictures if possible.