

## 46.104 Contract administration office responsibilities.

When a contract is assigned for administration to the *contract administration office* cognizant of the contractor's plant, that office, unless specified otherwise, *shall-*

- (a) Develop and apply efficient procedures for performing *Government contract quality assurance* actions under the contract in accordance with the written direction of the *contracting office*;
- (b) Perform all actions necessary to verify whether the *supplies* or services conform to *contract quality requirements*;
- (c) Maintain, as part of the performance records of the contract, suitable records reflecting-
  - (1) The nature of *Government contract quality assurance* actions, including, when appropriate, the number of observations made and the number and type of defects; and
  - (2) Decisions regarding the acceptability of the *products*, the processes, and the requirements, as well as action to correct defects.
- (d) Implement any specific written instructions from the *contracting office*;
- (e) Report to the *contracting office* any defects observed in design or technical requirements, including *contract quality requirements*; and
- (f) Recommend any changes necessary to the contract, specifications, instructions, or other requirements that will provide more effective operations or eliminate unnecessary costs (see [46.103\(c\)](#)).

**Parent topic:** [Subpart 46.1 - General](#)