

COOP RATING

General Info (+2)

Is this tab filled out? (+1)

Plan certified within the last 2 years? (+1)

Contacts (+2)

Are all essential employees listed? (+1)

Are contacts up to date? Verified via random selection of a listed contact/s. (+1)

Team (+1)

Is at least one person identified in a role/team? (+1)

Orders of Succession (+3)

Are the listed contacts current? (+1)

Leadership succession identified to 2 alternates? (+1)

Essential function succession identified to 2 alternates? (+1)

Delegation of Authority (+2)

Acting agents identified for Travel, Leave, Purchase requisitions etc.? (+1)

Have delegates been identified? (+1)

Facilities (+1)

Has a reasonable alternate facility or plan been identified? (+1)

Essential Functions (+5)

Essential functions identified? (+5)

Alert and Notification (+1)

Is a communication procedure present? (+1)

File Archive (+2)

Have COOP resource requirements been uploaded to General Documents/Other folder? (+2)