DORA test sheet for ICT contracts

Check a signed contract in accordance with the basic and additional requirements applicable to its service.

Legal entity, function and scope

Determine the date, performance and role of responsibility with the own verification identifier.

Evidence of decision

Capture observation, scope and evidence per test step. Clear each open result before release.

What facts and evidence do the decision bear?

Select the information relevant to your criterion. Note version, location and reference to your own process for each document.

Own decision and open order

A reasoned release or list of defects with reliable references per clause.

Transfer the sample case to the own holding

A backup service supports a critical function. A draft contract specifies performance times, but refers to only a public data sheet for deletion.

Example check	Documented status
Scale	The signed installations ensure restoration, output, test access and relevant transition.
Observation	The data output at termination is open in the signed version.
Reasoned follow-up	Release the contract form only after a reliable supplement and check the attribution to Art. 30 para. 2 and 3.

Keeping your own deviation and expected effect

What acceptance changes your decision? Determine which own sample and what proof clarify the open question.

Connect test documents, findings and acceptance

Link each sample with a unique identifier. In case of a different activity, replace the criterion by the test position relevant to your job.

Keeping the contract signed complete and accessible

Art. 30 para. 1 · Open the actual signed stand including SLA from the release note.

Observation and evidence

Specify the observed result, location and status.

Describe clearly the scope of services and the subcontracting that is permitted

Art. 30 para. 2 (a) · Compare a part service used in practice with contract and service register.

Observation and evidence

Specify the observed result, location and status.

Correction, follow-up date and release

Determine the finding, the correction responsible, the post-test and the decision with date.