

CERTIFICATION RENEWAL & MAINTENANCE TRACKER

Ongoing Compliance & Status Management Tool

This tracker helps businesses monitor certification status, renewal deadlines, and ongoing compliance obligations after certification approval. Many certifications are lost not due to ineligibility, but due to missed filings, unreported changes, or lapses in annual requirements.

This tool is designed to support post-certification discipline, not application preparation.

This tracker is for planning and organizational purposes only and does not replace agency instructions or legal review.

Best Practices

- Track renewals at least 90 days in advance
- Calendar annual affidavits and reporting deadlines
- Align certification records with SAM.gov, SIGMA, and capability statements
- Maintain documentation consistency across all systems

Disclaimer

This tracker is provided for organizational and planning purposes only and does not replace certification authority guidance, solicitation requirements, or legal review.

Section A — Certification Inventory

Certification	Issuing Agency/Entity	Approval Date	Expiration/Renewal Date	Status
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Status options:

- (A) - Active
- (P) - Pending Renewal
- (L) - Lapsed
- (W) - Withdrawn

Section B — Ongoing Requirements Tracking

Certification	Requirement Type	Frequency	Last Completed	Next Due	Notes
Annual affidavit	Annual	_____	_____	_____	_____
Ownership update	As needed	_____	_____	_____	_____
Financial update	Annual	_____	_____	_____	_____
Site visit/review	Periodic	_____	_____	_____	_____

Section C — Change Reporting Log

Date	Certification Impacted	Change Description	Reported To Agency?	Notes
<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____	_____

Examples of reportable changes:

- ownership or control
- management roles
- address or headquarters
- banking authority
- mergers or acquisitions

Section D — Risk Flags & Notes

Certification	Risk Identified	Mitigation Action	Owner
_____	_____	_____	_____

Section E — Internal Review & Accountability

Item	Confirmed
All certifications reviewed quarterly	<input type="checkbox"/>
Renewal deadlines calendared	<input type="checkbox"/>
Changes reported timely	<input type="checkbox"/>
Documentation updated	<input type="checkbox"/>

Reviewed By: _____
Review Date: _____