Design Process <u>Documentation</u> Checklist

QC 29

PROJECT: Pulse Oximetry Probes

SPECIFICATION	Yes/No/NA
Specification/brief available and enclosed?	Y
Service report produced and enclosed?	N/A
Job entered into Job Log?	N/A
Preliminary activity assigned on Job Progress form & enclosed?	N/A
Design Compliance MDD completed and enclosed?	Y
Appropriate standards available?	Y
Preliminary drawings completed and enclosed?	Y
CONSTRUCTION	Yes/No/NA
Working drawings enclosed?	Y
Materials information recorded on Service Report?	N/A
Progress meetings / reports and personnel involved recorded on Job Progress Form?	Y
All Design changes recorded?	Y
Final Inspection and test results recorded on Service Report?	NO
Final costings recorded on Service Report	NO
Post trial minor modifications recorded on additional Job Progress forms?	N/A
Photographs enclosed?	Y
Project Validation form completed and enclosed?	Y