Design Process <u>Documentation</u> Checklist	QC 29
PROJECT: Microstim	
SPECIFICATION	Yes/No/NA
Specification/brief available and enclosed?	N/A
Service report produced and enclosed?	N/A
	N/A
Job entered into Job Log?	
Preliminary activity assigned on Job Progress form & enclosed?	N/A
Design Compliance MDD completed and enclosed?	N/A
Appropriate standards available?	Yes
Preliminary drawings completed and enclosed?	No
CONSTRUCTION	Yes/No/NA
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Working drawings enclosed?	Yes
Materials information recorded on Service Report?	N/A
Progress meetings / reports and personnel involved recorded on Job Progress Form?	N/A
All Design changes recorded?	Yes
Final Inspection and test results recorded on Service Report?	N/A
Final costings recorded on Service Report	N/A
Post trial minor modifications recorded on additional Job Progress forms?	N/A
Photographs enclosed?	Yes
Project Validation form completed and enclosed?	N/A