Design Process <u>Documentation</u> Checklist QC 29

PROJECT: Perspex Light Shields and Hoods

SPECIFICATION	Yes/No/NA
Specification/brief available and enclosed?	N/A
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?	Yes - Sect C
Appropriate standards available?	N/A
Preliminary drawings completed and enclosed?	Yes
CONSTRUCTION	Yes/No/NA
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