

DESIGN PROCESS ENCLOSURE CHECK LIST

Job Number /Description__931111 Tom Thumb

SPECIFICATION & QUOTATION

Viamed/Client specification/brief available and enclosed?	Yes
Preliminary activity assigned on Job Progress Form and enclosed?	Yes
Design Compliance Form completed and enclosed?	Yes
Appropriate standards available?	N/A
Preliminary drawings completed and enclosed?	Yes
Quotation completed and enclosed?	N/A
Quotation acceptance recorded?	N/A

CONSTRUCTION:

Working drawings enclosed?	Yes
Materials information recorded on Service Report?	Yes
Progress meetings/reports and personnel involved recorded on Job Progress Form?	Yes
All design changes recorded and approved by client on Job Progress Form?	Yes
Final inspection and test results recorded	Yes
Final costings recorded	Yes
Client acceptance recorded	N/A
Post trial minor modifications recorded on additional Job Progress Forms?	N/A
Photographs enclosed?	Yes
Project validation Form completed and enclosed?	Yes