Design Process Documentation Checklist QC 29 PROJECT: 931111 - TOM THUMB SPECIFICATION Yes/No/NA Specification/brief available and enclosed? Yes Service report produced and enclosed? N/A Job entered into Job Log? Yes Preliminary activity assigned on Job Progress form & enclosed? N/A Design Compliance MDD completed and enclosed? Yes Appropriate standards available? Yes 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 No Progress Form? All Design changes recorded? Yes Final Inspection and test results recorded on Service Report? N/A N/A Final costings recorded on Service Report Post trial minor modifications recorded on additional Job Progress forms? No Photographs enclosed? Yes Project Validation form completed and enclosed? Yes