Design Process *Documentation* Checklist

QC 29

PROJECT:

"TEE" ADAPTER

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?	N/A
Appropriate standards available?	Yes
Preliminary drawings completed and enclosed?	N/A

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?	N/A
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