Design Process Documentation Checklist OC 29 **PROJECT:** Digital Appar Timer – 06/01/05 **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? Yes 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 Yes Progress Form? All Design changes recorded? N/A Final Inspection and test results recorded on Service Report? Final costings recorded on Service Report Post trial minor modifications recorded on additional Job Progress forms? Photographs enclosed? Yes Project Validation form completed and enclosed? Yes