Design Process <u>Documentation</u> Checklist	QC 29
PROJECT:	
APGAR TIMER	
SPECIFICATION	Yes/No/NA
Specification/brief available and enclosed?	
Service report produced and enclosed?	
Job entered into Job Log?	
Preliminary activity assigned on Job Progress form & enclosed?	
Design Compliance MDD completed and enclosed?	
Appropriate standards available?	
Preliminary drawings completed and enclosed?	
CONSTRUCTION	Yes/No/NA
CONSTRUCTION	T CS/TNO/TNE
Working drawings enclosed?	
Materials information recorded on Service Report?	
Progress meetings / reports and personnel involved recorded on Job	
Progress Form?	
All Design changes recorded? 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?	
Project Validation form completed and enclosed?	