

Document Set Checklist



(Customer and ETG #)



Item

Comments

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | File Folder: incl company name & ETG number | _____ |
| <input type="checkbox"/> | Binder/Folder | _____ |
| <input type="checkbox"/> | Information added to <i>Documentation Sent to Customers</i> log (Doc. #QAL-18-0090-XX, most recent revision) | _____ |
| <input type="checkbox"/> | Drawing(s) | <input type="checkbox"/> Copied to Design Dept.
_____ |
| <input type="checkbox"/> | <i>Document Requirements Checklist</i> completed (Doc. #QAL-11-0179-XX, most recent revision) | _____ |
| <input type="checkbox"/> | Documents | <input type="checkbox"/> Check here if test docs only
_____ |
| <input type="checkbox"/> | Complete set of copies for our records | _____ |
| <input type="checkbox"/> | Serial Number Assigned and added to <i>UsedSN's.doc</i> | _____ |
| <input type="checkbox"/> | Serial Number Labels | _____ |
| <input type="checkbox"/> | Table of Contents | _____ |
| <input type="checkbox"/> | Tabs | _____ |
| <input type="checkbox"/> | Cover Sheet | _____ |
| <input type="checkbox"/> | Binder spine | _____ |
| <input type="checkbox"/> | Contact name and address | _____ |
| <input type="checkbox"/> | <i>Shipping Request</i> form completed (Doc. #WIN-27-0093-XX, most recent revision) | _____ |
| <input type="checkbox"/> | Documents to Shipping | _____ |
| <input type="checkbox"/> | Serial # and doc ship date added to Weir Document | _____ |
| <input type="checkbox"/> | Weir Document copied to Admin. & Shipping | _____ |