Annex 1 E-file Checklist

**E-Filing Checklist For HZ Performance Retailer Team**

|  |  |  |  |
| --- | --- | --- | --- |
| Job No.: |  | Engineer: |  |
| Filed date: |  | Filed by: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Check items fill by CSO** | | | | | **Status** | **Remark** |
| 1 | | App | Quotation | |  |  |
| Invoice | |  |  |
| App | |  |  |
| 2 | | Others | | |  |  |
|  | | | | | | |
| **Check items fill by Engineer** | | | | | **Status** | **Remark** |
| 3 | Test record | | | Chemical |  |  |
| Test record |  |  |
| 4 | **Tech** | | | IM-RL-AW |  |  |
| DR |  |  |
| Protocol |  |  |
| Other |  |  |
| 5 | Photo | | | |  |  |
| 6 | Report | | | |  |  |
| 7 | Subcontract | | | |  |  |

Remark: 1.**“OK”** means the material is kept properly to meet the requirement for traceability.

2.**“Not applicable”** means the material is not necessary to be kept in the project file.