### General Information

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
| Technical Data |  |  |
| Specifications |  |  |
| Standards |  |  |
| Drawing |  |  |
| ACoPs |  |  |

### Customer Requirements are Understood

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
| Product Acceptance |  |  |
| Delivery |  |  |
| Post Delivery |  |  |
| Other (specify) |  |  |

### Related Standards Review

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
| Statutory |  |  |
| Regulatory |  |  |
| International |  |  |
| Other (specify) |  |  |

### Feasibility Determined

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
| Capability |  |  |
| Equipment |  |  |
| Space |  |  |
| Resources |  |  |
| Skills |  |  |
| Other (specify) |  |  |

### Contract & Quotes Reconciled

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
| Contract |  |  |
| Quote |  |  |

### Methods of Communication with Customer

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
| Product Information |  |  |
| Inquiries |  |  |
| Feedback |  |  |
| Concerns |  |  |
| Complaints |  |  |
| Other (specify) |  |  |

### Requirements not stated by the Customer are Defined

|  |  |  |
| --- | --- | --- |
| **Checklist** | **Comment** | **Yes/No** |
|  |  |  |
|  |  |  |

|  |
| --- |
| **Conclusions** |
|  |
| **Recommendations** |
|  |