

**Planning**

1. Inspection ID \_\_\_\_\_ Date \_\_\_\_\_

## 2. Team

Moderator \_\_\_\_\_

Author \_\_\_\_\_

Reviewers (1) \_\_\_\_\_ (4) \_\_\_\_\_

(2) \_\_\_\_\_ (5) \_\_\_\_\_

(3) \_\_\_\_\_ (6) \_\_\_\_\_

## 3. Documents

Work products (1) \_\_\_\_\_ (4) \_\_\_\_\_

(2) \_\_\_\_\_ (5) \_\_\_\_\_

(3) \_\_\_\_\_ (6) \_\_\_\_\_

References (1) \_\_\_\_\_ (2) \_\_\_\_\_

Checklists (1) \_\_\_\_\_ (3) \_\_\_\_\_

(2) \_\_\_\_\_ (4) \_\_\_\_\_

## 4. Meetings

Date

Location

Start

End

Orientation

Review Meeting

\_\_\_\_\_

## 5. Planning

o References obtained for work product.

## Objectives

o Checklists obtained for work product.

o Moderator is trained in Formal Technical Review procedure.

o Team members agree to proposed times/dates.

o Moderator's quick review yields less than 5 major issues.

o Reviewers understand responsibilities and are committed.

6. Planning Effort \_\_\_\_\_ minutes

**Orientation**      7. Prep. Goals      \_\_\_\_\_ min/pkg    x    \_\_\_\_\_ pgs.    =    \_\_\_\_\_ prep.min/reviewer

8. Orientation      o Reviewers understand scope and purpose of work product.

Objectives      o Reviewers understand checking process, checklists, and references.

o Work product, references, checklists and checking forms provided.

9. Orient. effort      \_\_\_\_\_ minutes    x    \_\_\_\_\_ participants    =    \_\_\_\_\_ minutes

**Preparation** 10. Inspection ID \_\_\_\_\_ 11. Document \_\_\_\_\_  
12. Reviewer ID \_\_\_\_\_ 13. Reviewer name \_\_\_\_\_

#### 14. Critical, Severe and Moderate Issues

[illegible]

15. Effort \_\_\_\_\_ minutes

16. Issues \_\_\_\_\_

Totals critical severe moderate minor author Q's

17. Preparation
- o Work product has been completely checked.
- Objectives
- o All critical, severe and moderate issues are noted on this form.
  - o All minor issues and author questions are noted on the work product.

**Review**

## Aggregate Checking Data

**Meeting**

	R1	R2	R3	R4	R5	Total
18. Prep. Effort	___ + ___ + ___ + ___ + ___ =	_____ minutes				
19. #Critical Iss.	___ + ___ + ___ + ___ + ___ =	_____ issues				
20. #Severe Iss.	___ + ___ + ___ + ___ + ___ =	_____ issues				
21. #Moder. Iss.	___ + ___ + ___ + ___ + ___ =	_____ issues				
22. #Minor Iss.	___ + ___ + ___ + ___ + ___ =	_____ issues				
22. #Author Q's	___ + ___ + ___ + ___ + ___ =	_____ questions				

## 23. Consolidated list of critical, severe and moderate issues

<i>Num</i>	<i>Location</i>	<i>Severity</i>	<i>Chk/Ref</i>	<i>Description</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## 24. Review Meeting

o All reviewers present. List absent reviewer ID's: \_\_\_\_\_

## Objectives

o All reviewers prepared sufficiently for meeting.

o All issues noted by Scribe and understood by Author for rework.

o Any problems with inspection process have been noted.

## 25. R.M. effort

\_\_\_\_\_ minutes x \_\_\_\_\_ participants = \_\_\_\_\_ minutes