***Document structure***

**1. Is the template for the document up to date?**

* Do the template sections reflect the current procedures and best practices?
* Is there a section that defines how imperatives and other domain specific expressions shall be used and interpreted?
* Are there any sections that need to be revised?

**2. Does the document follow the agreed hierarchical structure?**

**3. Are requirements identifiers linked to the document structure?**

* Does the structure help users find requirements easily?

***For each written requirement***

**4. Is the requirement tagged with a Project Unique Identifier (proper identification is used)?**

**5. Has the proper imperative been used?**

* Has the imperative (shall or must) been used once and only once?
* Has the imperative been used correctly according to the requirement’s source?
* Are all other expressions used correctly according to the requirement’s source?

**6. Can an objective test be written for the requirement?**

* Are both the test object and the test condition evident in the wording of the requirement?
* Are all necessary domains and business rules stated fully and correctly in the requirement?

**7. If the requirement is functional, is it implementation-neutral?**

* Does the requirement clearly state what the system must do and ***not*** how the system must do it?
* Is the requirement stated strictly in terms of its external interfaces or behaviours that can be readily observed?

**8. Has the rationale for the requirement been clearly stated?**

* Are there any associated requirements that might affect interpretation of this requirement and should therefore be referenced in the rationale statement?
* If no rationale statement has been included, is the rationale obvious in the requirement statement or from associated directives or references?

**9. Does the requirement include a directive?**

* If so, does the reference clarify the requirement, and is it easy to locate?
* If not, could the requirement be simplified or clarified through use of a directive?

**10. Is the requirement stated clearly and concisely?**

* Is it formatted according to our agreed best practices?

**11. Are the requirement’s preconditions and triggers clearly defined within the requirement?**

**12. Have exception scenarios been explored for this requirement?**

* Have the corresponding exception conditions been properly and clearly stated within the requirement or referenced via directive?

**13. Is the requirement stated in precise, measurable terms?**

* Is it free of weak words (like the following)
  + efficient
  + powerful
  + fast
  + easy
  + effective
  + reliable
  + compatible
  + normal
  + user-friendly
  + before
  + after
  + quickly
  + timely
  + strengthen
  + enhance

**14. Has the requirement been stated in active voice?**

* Has passive voice (shall be) been avoided?
* If the requirement is non-functional, has it been stated using the imperative must?

**15. Does the requirement state what the system shall do, rather than what it shall not do?**

* If “shall not” has been used, is the use of the negative justified (for safety, etc.), and have double negatives been avoided?

**16. Where “compatibility” is required, has the nature of that compatibility been fully defined?**

**17. Does the requirement contain any slashes (/) or other symbols that might cause misinterpretation?**

* Could the requirement be split or other­wise restated to remove any ambiguity?

**18. Is the requirement specific, rather than vague?**

* Does it give the implementation team a clear, precise target to shoot for?

***Final quality***

**19. Has each requirement been evaluated and examined by all stakeholders who are impacted by it?**

* Which design and implementation groups are affected?
* Which test and integration groups are affected?
* Are any third-party equipment organizations affected?
* Which maintenance and support organizations are affected?
* Do safety specialists, human factors specialists or users need to evaluate it?

**20. Are all the impacted stakeholders on the circulation list for final review of the requirements document?**

* Have we provided each of them a list of the requirements they need to review?