**Quality Check Form**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our Ref No: \_\_\_\_\_\_\_\_\_\_\_ Client Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Branch: \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Kiosks \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Counters \_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Screens \_\_\_\_\_\_\_\_ Size\_\_\_\_\_\_\_ Client Video \_\_\_\_\_\_\_ If yes, how many \_\_\_\_\_\_\_

Number of Speakers \_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Staff to be trained \_\_\_\_\_\_\_\_\_\_\_\_\_

**KIOSK**

☐ Location of the Kiosk done centrally

☐ Cable work done neatly (extension cable not too long)

☐ Logo on the Screen is of adequate size

☐ System Operation Signage Installed

☐ Need for additional Signage

☐ Support Signage installed

☐ Ticket Alignment

☐ UPS Installation Done

**Counter Display**

☐ No of counters installed matches with the brief

☐ Cabling done right with no open cable at any of the counters

☐ Counters aligned in the center and height is appropriate to match with the aesthetics

☐ Visibility of the counters from the waiting area

☐ Sticker on each counter display

**Speaker**

☐ No of speakers installed matches with the brief

☐ Test the volume of the speakers .

☐ Cabling done right with no open cable at any of the speakers

☐ Speakers mounted well to match with the aesthetics

☐ Can the voice be heard from all the waiting areas

☐ Sticker on each counter speaker

**Screen**

☐ No of screens installed matches with the brief

☐ Cabling done right with no open cable visible going to the screen

☐ Visibility of the screen from all the waiting areas

☐ Color Theme on the screen matches with the clients logo.

☐ Is the clients video playing or is the logo displayed

☐ Is the media controller placed well? Confirm the location and check for the sticker

☐ Sticker on each screen

**Feedback Terminal**

☐ No of feedback terminals installed matches with the brief

☐ Cabling done right with no open cable at any of the speakers

☐ Position of the feedback terminal (if only one needs to be positioned centrally)

☐ Sticker on each feedback terminal

**General**

☐ Training Staff was in uniform with the badges

☐ Feedback from the users on the trainers and the overall functionality of the user

☐ Training on the change of paper roll provided, if yes confirm the name of the person

☐ Individual Training forms signed

☐ Training on the change of paper roll provided, if yes confirm the name of the person

☐ Paper roll restock procedure explained

**Comments**