# RaspiGuard OACETT TR Checklist

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| **1** |  | Has a Proposal for a Technology Report been submitted and accepted and a copy of the approved proposal included in the TR? |
| **2** |  | Has the TR been submitted within one year since the proposal was approved? |
| **3** |  | Is the TR consistent with the Proposal (as approved and with the comments and suggestions made by the proposal reviewer/examiner)? |
| **4** |  | Is the TR typed, double-spaced and justified left? |
| **5** |  | Has a 12 point Arial, Univers, or similar Sans Serif font been used? |
| **6** |  | Is the body of the report a minimum of 3,000 words? |
| **7** |  | Are the components in the following order: Title Page; Declaration of Authorship, Executive Summary/ Abstract/ Introduction/ Foreword, Table of Contents, Lists of Illustrations/Diagrams, Body of the TR, Conclusions and Recommendations, Bibliography/Technical References, and Appendices? |
| **8** |  | Is there a signed Declaration of Sole Authorship? [[1]](#_Project_RaspiGuard_has) |
| **9** |  | Is the report dated? |
| **10** |  | Is the TR current? (The TR should be less than 5 years old.) |
| **11** |  | Is there a Title Page? |
| **12** |  | Is there a Table of Contents? |
| **13** |  | Does the Table of Contents correctly reflect the Components: Headings, Illustrations/Diagrams and Appendices? |
| **14** |  | Are the pages numbered with appropriate page breaks? |
| **15** |  | Is there an Abstract/Executive Summary, Introduction/Foreword? (any one is acceptable) |
| **16** |  | Does the body of the report contain Section Headings? |
| **17** |  | Are Conclusions and/or Recommendations provided? |
| **18** |  | Is there a Bibliography with Technical References? |

**Notes**

### Project RaspiGuard has a signed Declaration of Joint Authorship.