

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

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

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**Objectives**

- o All reviewers present. List absent reviewer ID's: _____
- o All reviewers prepared sufficiently for meeting.
- o All issues noted by Scriber and understood by Author for rework.
- o Any problems with inspection process have been noted.

25. R.M. effort _____ minutes x _____ participants = _____ minutes