# <Insert company logo> <Insert Faculty Name> <Insert Course Code/Course Name>

**Test Item Transmittal** 

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Report

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Date : dd/mm/yyyy	Test Item Transmittal Report ID : Insert ID of document (also include insert version of document)	

# **Document Control**

<b>Document Name</b>	
Reference Number	
Version	
Project Code	
Status	
Date Released	

Name	Position	Signature
Prepared By:		
Reviewed By:		
Approved By:		
Approved By.		
Approved By:		

Project Title : <pre><pre><pre><pre><pre><pre><pre><pre></pre></pre></pre></pre></pre></pre></pre></pre>		<ul><li><university company="" logo=""></university></li><li><university company="" name=""></university></li></ul>
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# **Version History**

Version	Release Date	Section	Amendments

# **Distribution List**

Version	Release Date	Controlled Copy No	Recipient Name	Department	Issue Date	Return Date

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### 1.0 Transmitted Items

Version	Name	Reference	People Responsible

Table 1.0 Test Transmittal Items

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### 2.0 Location

Specify the storage location of the test item so that it can be easily and correctly retrieved by test team members.

Transmittal Item	Item Location	Link to Item (if applicable)

Table 2.0 Transmittal Item Location

Date : dd/mm/yyyy  Test Item Transn Insert ID of docur include insert ve document)	· ·

### 3.0 Status

### 3.1 Description

- 3.2 Deviation
- 3.2.1 From Item Documentation
- 3.2.2 From Previous Transmittal
- 3.2.3 From Test Plan
- 3.2.4 From Incident Report