**Figure 5.12** The inspection process.

1. **Plan Inspection (IP 100)** – Define scope, objectives, and assign roles.

2. **Conduct Kickoff Meeting (IP 110)** – Align team on process and expectations.

3. **Document Checking (IP 120)** – Review documents using checklists and rules.

4. **Logging Meeting (IP 130)** – Identify and record defects for further action.

5. **Edit Document (IP 140)** – Correct errors and improve document quality.

6. **Complete Follow-up, Exit & Release (IP 150)** – Verify corrections and finalize inspection.

✅**Outcome:** Improved process efficiency and defect-free documentation.

(IP – Inspection Process)