

SOFTWARE HUT

QUALITY ASSURANCE SHEET

Group:

Document Name:

Authors:

Checked by:

Version:

Date:

Quality	Category	Characteristic	Pass	Fail	N/A
1. Information	1.1 Content	1.1.1 Clear statement of document aims			
		1.1.2 Executive summary present			
		1.1.3 Document aims completed			
		1.1.4 Technical terms defined			
		1.1.5 Required references present			
		1.1.6 Relationship with other documents clear			
2. Presentation	2.1 Structure	2.1.1 Structured into sections			
		2.1.2 Contents, index pages			
	2.2 Style	2.2.1 Suitable technical style			
		2.2.2 Concise portrayal of information			
		2.2.3 Grammar correct			
		2.2.4 Spelling correct			
		2.2.5 Sentence structure suitable			
	2.3 Technical material	2.2.6 Diagrams clear, understandable			
		2.2.7 Meets standards applicable			
		2.3.1 Technical content correct			
	2.3.2 Technical material complete				
Additional comments:					
Reviewer's comments					