Deliverable review checklist

Author(s) responsible for the deliverable: ………………………………   Task leader: …………………………………………..

Assurance point	Issues to address	Assessment		Comments	Recommendations
1. Compliance with the objectives of the project	Does the deliverable comply with the objectives of the project?	Yes No	☐ ☐		
2. Correspondence with the description of relevant activity.	Does the deliverable correspond with the activity description as specified in the Application form?	Yes No	☐ ☐		
3. Compliance with the deliverable format	Is the deliverable presented using the project deliverable format – Annex B (Word document template)?	Yes No	☐ ☐		
4. Adequacy of complementary information	Examples of complementary information: o External sources used o Methodology (e.g. for surveys) o Bibliography	Yes No	☐ ☐		
5. Adequacy of written language	Level of written language	Excellent Adequate Adequate	☐ ☐ ☐		
Overall assessment and suggestions for improvement					
Date of quality assurance performed by the QAMC reviewers					dd-mm-yyyy
Deadline for submission of amended version of the deliverable					dd-mm-yyyy