

INSPECTION ISSUE LOGGING

General

- ILT-1* Are issues logged using a logging form based on *CxTemp_IssueLoggingForm*?
- ILT-2* Is the summary information for the form filled out correctly, including date, reviewer, artifact, and inspection ID?

Issue Content

- ILT-3* Is each issue clearly and concisely summarized in a single sentence on the inspection logging form?
- ILT-4* Is the severity of the issue noted?
- ILT-5* Are issues with tables and figures logged against the line number before the item?
- ILT-6* If appropriate, does each item have a checklist ID?
- ILT-7* Are checklist IDs appropriate?
- ILT-8* Is the most specific checklist ID that applies to the situation used?

Repeating Issues

- ILT-9* Are any issues that occur globally throughout the artifact or set of artifacts been logged as “Global”?
- ILT-10* Are any issues that reoccur in a section been logged against the entire section?
- ILT-11* Has only one instance of the repeating issue been logged?
- ILT-12* Has it been noted that the issue repeats?
- ILT-13* If appropriate, are specific repeating locations called out? (generally only used for issues that occur 2-5 times)