

MCS / FIELD ASSURANCE RESOURCE

Desktop QA Review Guide

Review installation evidence and decide whether further assurance is appropriate.

Record integrity

- Match job reference, date, activity, record set and photo identifiers.
- Check photograph clarity, relevance and completeness against approved requirements.
- Record absent or unclear evidence without assuming a physical installation defect.

Analyse

- Separate documentary gaps, potential concerns and confirmed findings.
- Note evidence confidence, sample limitations and any additional verification needed.
- Escalate possible safety-critical concerns promptly using the formal route.

Feedback and closure

- Provide specific, constructive feedback linked to a requirement.
- Consider training, process, equipment and system contributors.
- Assign actions, verify closure and assess repeat trends.

Working record

Reference: _____ Date: _____ Reviewer: _____

Evidence / photo reference	Observation and confidence	Classification / risk	Owner / action / verification

Evidence / photo reference	Observation and confidence	Classification / risk	Owner / action / verification

Priority actions and follow-up

Priority / decision	Owner / target date	Verification / outcome

Use only authorised information. Adapt to the organisation's approved requirements and escalation processes. This is a general-purpose aid, not an approved technical standard or formal competence authorisation.