

Suggestions concerning applying the Quality Assurance Procedure to the CG deliverables

1. The first page of the deliverable should contain the following:
 - a. The CG logo at the top of the page
 - b. The words "Deliverable Dx.x" and the document's title – in title font
 - c. The deliverable subtitle – in subtitle font
 - d. The name of the WP and task
 - e. Document Filename, Work package, Partner(s), Lead Partner, Config ID, Document Classification
 - f. The abstract
 - g. The new IST logo

Common mistakes:

- *The word "Deliverable Dx.x" is missing*
- *The name of the task appears in the document's title.*
- *The Document Filename, Config ID and the Config ID in the footer are different (the Document Filename and Config ID should differ from each other only in the '.doc' postfix).*
- *The name of the physical file of the deliverable includes the version number which is different from the one present in the Document Filename, Config ID and the Config ID in the footer.*
- *The document classification is wrong. It should be the same as in the Annex and in the description of the deliverable which is always given on the CG website*
- *The IST logo is old (the improper graphic file is used).*

2. The second page of the deliverable should contain the following:
 - a. Delivery Slip table
 - b. Document Log table

Common mistakes:

- *The Delivery Slip table is empty – it should be filled in*
- *The Document Log table is empty*
- *The Document Log table is not filled in correctly – the last document version number in the Document Log table is different from the version number in the name of the physical file of the deliverable or from the one which is present in the Document Filename, Config ID and the Config ID in the footer.*

3. The header of each page of the deliverable, except the first one, should contain the following:
 - a. The CG logo
 - b. The deliverable title and subtitle (the same as on the first page)

4. The footer of each page of the deliverable, including the first one, should contain the following:
 - a. Config ID
 - b. Document classification (the only possible values are: CONFIDENTIAL, PUBLIC, PARTIALLY PUBLIC)
 - c. The current page number/number of all pages.

Common mistakes:

- *The document classification in the footer is different from the one which is present in the 'Document classification' field on the first page of the deliverable.*

5. The Contents field should be **UPDATED** and **THE DOCUMENT SHOULD BE SAVED** prior to closing and sending it to the reviewers or to the CG Office. All sections of Contents should be written in the same font, all subsections of Contents should be written in the same font, and so on.