Author(s) responsible for the Deliverable: _____

WP leader: _____

QAPT reviewer(s): _____

Assurance point	Issues to be addressed	Assessment	Comments	Recommendations
1. Compliance with the objectives of IF4TM	Does the deliverable comply with the overall objectives of the project?	YES ☐ NO ☐ PARTIALLY ☐		
2. Compliance with the specific objectives of the workpackage	Does the deliverable comply with the WP Objectives as specified in the WP description?	YES ☐ NO ☐ PARTIALLY ☐		
3. Correspondence with the description of work of the relevant activity	Does the deliverable correspond with the activity description as specified in the Application Form?	YES ☐ NO ☐ PARTIALLY ☐		
4. Compliance with the deliverables format	Is the deliverable presented using the Project's deliverable format – Annex B?	YES ☐ NO ☐		
5. Adequacy of complementary information	Examples of complementary info: - External sources used - Bibliography - List of contacts - Methodology used (i.e. for surveys)	YES ☐ NO ☐		
6. Adequacy of written language	Level of written English	EXCELLENT ☐ ADEQUATE ☐ POOR ☐		
Overall assessment and suggestions for improvement				
Date of Quality Assurance performed by QAPT reviewers:				
Deadline for submission of amended version of the Deliverable:				