

Preparer(s)

- Three-way communication between one person (P1) reviewing drawings/docs and another (P2) entering data into the PFL spreadsheet (soon to be into ECTS)
- Person-P1 uses a **ORANGE** pencil to **mark** each feature selected for the PFL. Number each PFL feature with an **ORANGE** pencil. A **GREEN** pencil is used to add any notes. Both **colored markings** become part of the document of record. They also serve as place-keepers.
- Initial (LANID) and date final products.

Checker

- 100% check of the preparers product (docs and e-file). The checker follows the paper (with **ORANGE** and **GREEN markings**) feature-by-feature and confirms it has been correctly transcribed into the e-file.
- To ensure a full check another set of colors is used. As the checker confirms a feature, the checker uses a **YELLOW** pencil to highlight each checked feature, including the corresponding spreadsheet entry, plus any **GREEN** notes. If the checker wants to add notes, those notes can be added in **BLUE** pencil. If a checker finds an error (missing attribute or incorrect info), the checker uses the **RED** pencil to mark the location and to add corresponding notes.
- If the e-file has been incorrectly transcribed, the checker may update the e-file.
- Any disputes (**RED**) are resolved between the checker and originator(s). Any preparer/checker markings can be changed in the process to reflect the final state.
- Initial (LANID) and date final products.

Approver (Licensed Engineer)

- Reviews the final set of documents / PFL file to confirm accuracy and completeness. Approver initials/date on a cover sheet.