

# Checklist: [What is being checked, e.g. New user before first login]

*For items that can be done in any order. Replace every text in [brackets]. Keep it to one page. Delete these grey hints when done.*

|               |                                                                             |
|---------------|-----------------------------------------------------------------------------|
| <b>For</b>    | [Who uses it, and that they have done the task before]                      |
| <b>Use it</b> | [When: before or after which event, e.g. before the new user's first login] |

## Items

| Done                     | Check                                 | Where (exact label in bold) |
|--------------------------|---------------------------------------|-----------------------------|
| <input type="checkbox"/> | [What must be true, e.g. Role is set] | [Screen > field]            |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |
| <input type="checkbox"/> | [ ]                                   | [ ]                         |

**Warning: [Only for an item where a mistake is costly: what to check twice]**

|                         |                                                                    |
|-------------------------|--------------------------------------------------------------------|
| <b>If an item fails</b> | [What to do or whom to tell, before going on]                      |
| <b>Done when</b>        | [Every item is ticked, and what that allows next]                  |
| <b>Full SOP</b>         | [Title of the full SOP and where it lives; its owner]              |
| <b>Last checked</b>     | [Date someone last worked through this list with the page in hand] |