

QA/QC Project Closeout Review Sheet (Engineering)

Project Name

Project Number

Client

Project Manager

QA/QC Reviewer

Date of Review

Project Overview

Summary / Description

Checklist

Item	Completed	Notes
All deliverables submitted	<input type="text"/>	<input type="text"/>
Drawings/documents archived	<input type="text"/>	<input type="text"/>
Email communications archived	<input type="text"/>	<input type="text"/>
Lessons learned documented	<input type="text"/>	<input type="text"/>
Client sign-off received	<input type="text"/>	<input type="text"/>

Comments/Recommendations

Sign-Off

Name	Position	Date	Signature
<div></div>	<div></div>	<div></div>	<div></div>