REVIEW AND APPROVAL

From site visit to approved report

THE MOMENT

The site visit report is done. Technical check, proofreading and translation still to come. It has sat on a desk for a week.

Every report through technical check, language check and translation before approval, recorded with the project.

THE FLOW

1. **Draft**
   Author
2. **Technical check**
   Reviewer
3. **Language and translation**
   Language check
4. **Approve and record**
   Approver

Blueprint BP-13	
SECTOR	Technical services
PROCESS	Review and approval
STARTS WITH	Site visit
RESULT	Approved report
BUILDING BLOCKS	M-Files

Audit trail · Version control

Recognise this moment?

Tell us about your own process. We look at it with you, without obligation.

DISCUSS THIS PROCESS
softadvice.eu
/plan-a-call

READ THE FULL BLUEPRINT
softadvice.eu
/in-practice/technical-services-report-approval