

INVESTIGATION DOCUMENTATION CHECKLISTInvestigation #: RQ17-001Investigator Name: Nate SeymourInvestigation Close Date: Dec 25, 2017Reviewer Name: Bruce York

Approval Date: _____

ITEM	INTERNAL		PUBLIC		COMMENTS
	YES	N/A	YES	N/A	
Resumes					
Opening resume w/VOQ #s	☒	☐	☒	☐	
Closing resume w/VOQ #s	☒	☐	☒	☐	
Closing report	☐	☒	☐	☒	
IR and Other Correspondence to Manufacturers					
IR letters to subject manufacturer (mfr)	☒	☐	☐	☐	
IR letters to peer mfrs/ suppliers	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
Recall request letter to subject mfr	☐	☒	☐	☒	
Response and Other Correspondence from Mfrs					
Response cover letter(s) from subject mfr.	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
Mfr IR response data (any and all other documents, electronic media, etc.)	Date provided to CRD				Status:
Response cover letter(s) from peer mfrs/suppliers	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
Peer IR response data (any and all other documents, electronic media, etc.)	Date provided to CRD				Status:
IR response extension request & ODI reply (SOP #IRE.1)	☐	☒	☐	☒	
Recall request response from subject mfr	☐	☒	☐	☒	
Test/ Survey Materials					
Test/survey requests (VRTC, 3 rd party, both)	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
Test/survey final reports	☐	☒	☐	☒	
Other					
Meetings w/mfrs/others & presentations (SOP #MM.1)	☐	☐	☐	☐	
VOQ complainant contact list (SOP #VCC.1)	☐	☒			(Deliberative, internal only)
Field trips/visits (SOP #TR.1)	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
Management briefing (closed w/o full recall only)	☐	☐			(Deliberative, internal only)
Other <i>Investigation extension memo</i>	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
Other <i>Investigation doc check list</i>	☐	☐	☐	☐	<i>emailed to CRD 29 Dec 17</i>
CONFIDENTIALITY-RELATED MATERIAL					
Mfr request for confidentiality	☐	☐	☐	☐	
NCC response to Mfr request for confidentiality	☐	☐	☐	☐	
Redacted copies of confidential materials	☐	☐	☐	☐	
Confidential materials	☐	☐			(CBI, internal only)