

OWNER: CUST-DEV2	ISSUE DATE: 13/12/2010	VERSION: 1.01
<p>TAXATION AND CUSTOMS UNION DG</p> <p>SUBJECT:</p> <p>DLV-0.1-1_REVIEW DELIVERABLES OF OTHER CONTRACTOR</p>		
<p>CUST-DEV2</p> <p>[REMOVED]</p>		

CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
DOCUMENT HISTORY	

DOCUMENT HISTORY

Version	Date	Description	Action (*)	Pages
0.01	13/08/2010	Creation	I	All
0.02	22/10/2010	Internal Review	R	All
0.03	25/10/2010	Submitted for Information		
0.04	03/11/2010	Internal Review	I/R	All
1.00	15/11/2010	Submitted for Acceptance		
1.01	13/12/2010	Re-Submitted for Acceptance	I/R	All

(*) Action: I = Insert R = Replace

CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
TABLE OF CONTENTS	

TABLE OF CONTENTS

DOCUMENT HISTORY	2
TABLE OF CONTENTS	3
LIST OF TABLES	4
TABLE OF FIGURES	5
1 INTRODUCTION	6
2 APPLICABILITY	7
3 PROCESS FLOW	8
4 PROCESS STEPS	9

CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
LIST OF TABLES	

LIST OF TABLES

Table 4-1 Review Deliverables from other contractors Process Flow	10
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CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
TABLE OF FIGURES	

TABLE OF FIGURES

Figure 3-1: Review Deliverables of other contractors	8
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CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
INTRODUCTION	

1 INTRODUCTION

Throughout the CUST-DEV2 contract, we will be requested to review deliverables created by other contractors (Work Package 8.4.4). The reviews will be coordinated by the QA Contractor. This service can be billed to DG TAXUD, and falls under the Deliverables Review Cycle (albeit, in this case, for the other contractor, the same principles apply).

The standard working process is:

- The QA Contractor sends an e-mail to all reviewers with the request to review a certain deliverable.
- If CUST-DEV2 receives such e-mail, a reviewer is selected internally.
- The CUST-DEV2 reviewer performs the review of the document and logs his comments in the provided comments database.
- If there are no comments, he sends a mail to the QA Contractor that there are no comments on the deliverable.
- If he has used the comments database, he sends it as a zip file to the QA Contractor.

CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
APPLICABILITY	

2 APPLICABILITY

Applicable to: Documents of other contractors, sent to CUST-DEV2 for review

Executed by: All CUST-DEV2 team members

Frequency: Ad hoc

3 PROCESS FLOW

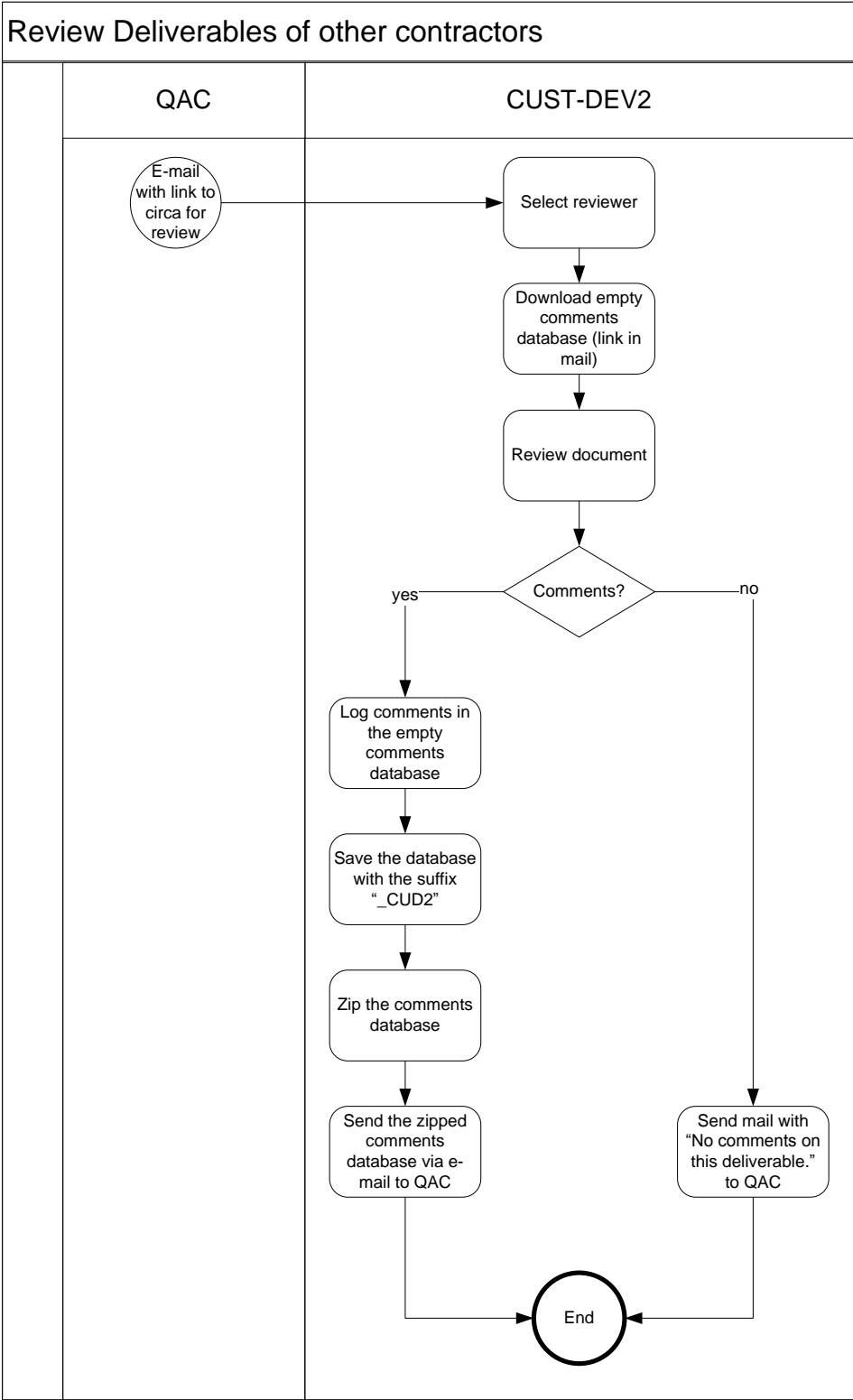


Figure Error! No text of specified style in document.-1: Review Deliverables of other contractors

CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
PROCESS STEPS	

4 PROCESS STEPS

Step	Review deliverables of other contractors
1	Select reviewer
<i>Input</i>	E-mail from the QA Contractor with a link to the documents on circa
<i>Description</i>	A reviewer is selected from the CUST-DEV2's team. This reviewer is someone with relevant knowledge for the review of this deliverable.
<i>Output</i>	/
2	Download empty comments database
<i>Input</i>	E-mail from the QA Contractor with a link to the documents on circa
<i>Description</i>	CUST-DEV2 downloads the zip file with the RIN suffix from circa. Deliverables to review and the empty comments database can be extracted from this zip file.
<i>Output</i>	Saved empty comments database
3	Review document
<i>Input</i>	Documents to be reviewed from the e-mail from the QA Contractor
<i>Description</i>	CUST-DEV2 reviews the deliverables and prepare comments
<i>Output</i>	Comments on the deliverables
4	Log comments in the database
<i>Input</i>	<ul style="list-style-type: none"> • Deliverables to review • Empty comments database
<i>Description</i>	<p>CUST-DEV2 creates a new record per comment that DG TAXUD made on the deliverables. CUST-DEV2 will ensure that the comments will be clear enough. The following information will be provided:</p> <ul style="list-style-type: none"> • Location (section number); • Page and paragraph number; • Erroneous part quoted with a suggestion for correction. <p>A macro to write comments is available on circain the TEMPO user group.</p>
<i>Output</i>	Comments database
5	Save the comments database with the suffix "_CUD2"
<i>Input</i>	Comments database
<i>Description</i>	CUST-DEV2 saves the database as, or rename it to include "CUD2" as a suffix. This enables the QA Contractor to identify that the comments are coming from CUST-DEV2.
<i>Output</i>	Comments database
6	Zip the comments database
<i>Input</i>	Comments database

CUST-DEV2	REF: [REMOVED]
REVIEW DELIVERABLES OF OTHER CONTRACTOR	
PROCESS STEPS	

<i>Description</i>	CUST-DEV2 zips the comments database using winzip, without password security.
<i>Output</i>	Zipped comments database
7	Send the comments database to the QA Contractor
<i>Input</i>	Zipped comments database
<i>Description</i>	CUST-DEV2 sends an e-mail to the QA Contractor. If there are no comments, CUST-DEV2 sends an e-mail to the same address with the message "No comments on this deliverable."
<i>Output</i>	E-mail sent to the QA Contractor

Table **Error! No text of specified style in document.**-1 Review Deliverables from other contractors Process Flow