

**DEFECT / AMENDMENT LOG**

<b>DOCUMENT ID:</b>
<b>REVIEWER(S):</b>
<b>INSTITUTION(S):</b>
<b>CONTACT INFO:</b>
<b>DATE OF REVIEW:</b>

**Quality indicators coding (see details next page)**

DEFECTS	QI CODE
Missing content	MC
Redundancy	RE
Error in content	E
Insufficient references/objective supporting data	S
Ambiguity	A
Irrelevant information	I
Lacking detail	LD
Excessive detail	ED
Lack of uniformity in presentation	U

**Severity coding**

SEVERITY	CODE
High	3
Medium	2
Low	1

Page	Section no.	QI Code	Severity	Comments	Supporting evidence

*To be completed during the review – please add lines as necessary*  
**Once completed, please send this form to [info@infobiomed.org](mailto:info@infobiomed.org)**

The review process uses the following quality criteria as reference:

*As regards to content:*

- **Completeness:** Information must address all aspects related to the purpose for which the information is produced. On the other hand, redundancy of information must be avoided, as it obscures the clarity of documents. Related indicators: Missing content (MC), Redundancy (RE).
- **Accuracy:** Information contained in the document must be reliable and must correspond with reality. This means that all background information used in the reports should be appropriately supported by references. Foreground information should be sufficiently supported so that misinterpretation is avoided. Use of statistically validated objective data is to be prioritised. Related indicators: Error (E), Insufficient references/objective supporting data (S), Ambiguity (A).
- **Relevance:** Information used in the document should be focused on the key issues and be written in a fashion that takes into consideration its target audience. Related indicators: Irrelevant information (I).
- **Depth:** all information used should be provided to the depth needed for the purpose of the document. Related indicators: Lacking detail (LD), Excessive detail (ED).

*As regards to appearance and structure:*

- **Adherence to standard:** it is important that documents are prepared with uniform appearance and structure so that, even if they are produced by different authors, they appear as originating from a single initiative. Templates are provided by the Project Co-ordinator to partners for this purpose. Related indicators: Lack of uniformity in presentation (U).