

CDC QUALITY CONTROL CHECKLIST		CDC	VOLUME
MARKET FACTORS	INITIALS OF REVIEWER	MARKET FACTORS	INITIALS OF REVIEWER
1. PREPARATORY REVIEW OF CRS CONTROL DOCUMENTS		(9) Format satisfies ECI requirements.	
a. Check STS for currency.		d. Illustrations	
b. Review Plan of Instruction (POI) objectives/ topical statements for correlation with STS knowledge requirements. (All requirements met or explained.		(1) Serve functional need to clarify text.	
		(2) All items are properly identified in text with legend.	
2. CONTENT REVIEW		(3) Meet ECI publication standards.	
a. Preface (CDC oriented)		(4) Forms are current.	
(1) Describe CDC concept. (Vol 1 only)		(5) Most frequently used illustrations have gutter page.	
(2) Explains purpose of CDC in terms of particular field (Vol 1 only)		3. TEXT EXERCISES	
(3) Contains general course overview. (Vol 1 only)		a. Measure objectives/topical statements they are designed to measure.	
(4) Contains specific volume overview explaining purpose of volume and any special instructions.		b. Are in sufficient quantity to reinforce learning.	
b. Text		4. VOLUME REVIEW EXERCISES	
(1) Scope and level of text satisfies POI learning objectives/topical statements.		a. Measure objectives/topical statements they are designed to measure.	
(2) Includes review data only as needed to introduce new material or for SKT support.		b. Contain no errors in spelling, grammar or format.	
(3) Text is written in plain English standards.		c. Test items conform to multiple choice test writing rules in the ECI guide for authors.	
c. Textual Presentation			
(1) Scope and level of text satisfies POI learning objectives/topical statements.			
(2) Material is consistent and does not contain contradictions in information and terminology			
(3) New terms are defined when first introduced.			
(4) Sections and chapters represent effective study units.			
(5) Text does not contain obsolete information.			
(6) Bibliography, when required, is adequate and current.			
(7) Glossary, when required, is adequate and accurate.			
(8) Copyright material is appropriately acknowledge.			
5. WRITERS			
NAME OF WRITER	GRADE	OFFICE SYMBOL	DUTY TELEPHONE

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

6. REVIEWER					
NAME OF REVIEWER	GRADE	OFFICE SYMBOL	DUTY PHONE	DATE OF REVIEW	INITIALS

7. COMMENTS (Use additional pages if necessary)