# Guidelines for Checklist-Based Reading

- The textual requirements are assumed to be correct, i.e. if the requirements and the design do not correspond, the fault is in the design.
- The inspection shall be made individually and discussions regarding the inspection are not allowed.
- Take a break whenever you, but remember to log the clock time.

| What to do? | Purpose and requirements |
|---|---|
| 1. Log the clock time | |
| 2. Read through the textual requirements. Read the 5 first pages and just briefly the others.<br><br>MAX TIME: 20 minutes | • Understanding<br>• Locate the components<br>• Get familiar with the structure of the document |
| 3. Log the clock time | |
| 4. Read through the design document. Read the 2 first pages, and just briefly the others.<br><br>MAX TIME: 20 minutes | • Understanding<br>• Locate the components<br>• Get familiar with the structure of the document |
| 5. Log the clock time | |
| 6. Start using the first item in the checklist<br>7. Try to detect faults in the design while following the items | • Detect faults in the design document<br>• The items have to be utilized in order<br>• No items shall be skipped<br>• You are allowed to go back to a already utilized items |
| 8. When detecting faults, describe the fault and log information about the fault in the inspection record | • Log faults |
| 9. When finished inspecting:<br>• log the clock time<br>• log the last item used<br>• estimate the number faults left (min, most probable, and max)<br>• answer the feedback questionnaire<br>• fill in the individual estimation<br>• hand in all material used | • You are finished when you have worked on each checklist item or the time is up |

**Thank you very much for your participation!**