

# TECHNICAL DOCUMENTATION ESSENTIALS CHECKLIST

*Give designers, assessors and installers a consistent set of information they can rely on. Use this checklist to assemble a controlled documentation pack and identify contradictions before publication.*

## START HERE >>>

### 1 Create one controlled product record

Use consistent names, product codes, variants and manufacturer details. Nominate a technical document owner and master register.



### 2 Build the evidence register

Record report or certificate number, issuer, issue date, scope, limitations and the claims it supports. Check certificate currency and changes affecting report applicability; age alone does not determine report validity.



### 3 Write usable design and installation information

State supported applications, design inputs, connection details, tolerances, substrate requirements, sequencing and inspection points. Include exclusions and when project engineering is required.



### 4 Align every published claim

Compare the technical data sheet, manual, website, brochure, specifications and design tools. Resolve inconsistent values, unsupported equivalence statements and missing qualifications.



### 5 Control issue and change

Assign document IDs, revisions, approval and review dates. Withdraw superseded versions and trigger review when the product, evidence, standards or installation system changes.



# A PRACTICAL DOCUMENT PACK

Typically includes a product data sheet, installation manual, evidence register and specification guidance. Add design manuals or tools, safety data, quality records and certificates where relevant to the product and pathway.

## DOCUMENTATION REVIEW

Mark each item Ready, Update, Missing or NA. A document is Ready only when approved and consistent with the evidence.

| Document or control              | Check before release                                           | Status |
|----------------------------------|----------------------------------------------------------------|--------|
| Product data sheet               | Identity, units, test methods, values and limitations          |        |
| Installation manual              | Substrates, fixings, joints, sequencing and inspection         |        |
| Design guidance and tools        | Inputs, assumptions, validated outputs and limits              |        |
| Evidence register                | Full reports, applicability, variant coverage and restrictions |        |
| Certificates where applicable    | Scope, conditions, expiry and authorised use of marks          |        |
| Specification guidance           | Supported performance and compatible system components         |        |
| Safety and handling information  | SDS where relevant, storage, transport and safe handling       |        |
| Quality and traceability records | Batch identity, acceptance checks and nonconformance control   |        |
| Maintenance information          | Inspection, repair, exposure limits and service conditions     |        |
| Publication controls             | Owner, approval, revision history and superseded removal       |        |

Claim check example: if a fire report covers one wall build-up, the manual must identify that configuration and its restrictions. Similar appearance does not establish equivalent performance.

# TURN GAPS INTO ACTIONS

Record the three most important gaps. Name one owner and a realistic due date for each.

| Gap or action | Owner | Due date | Evidence of completion |
|---------------|-------|----------|------------------------|
|               |       |          |                        |
|               |       |          |                        |
|               |       |          |                        |

## TAKE THE NEXT STEP

SMD Consulting can help review your evidence, define the compliance pathway and coordinate testing and technical documentation.

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This is a planning aid only. Confirm product-specific NCC, jurisdiction, standards and evidence requirements with your technical assessor. This checklist does not establish compliance.