

Innholdsfortegnelse

16 Reporting, documentation and archiving

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Updates of basic data / planning material must be documented. Everyone in the project will be informed about such updates.

Reporting from advisers must be in accordance with the contract / agreement. Documentation shall not be sent directly from the consultant to the contractor without this having been agreed with the client / project. In all cases, the client must have a copy of the shipment.

- Guidance should normally be integrated into the tool
- In cases where this is not possible or the explanation that comes with the tool is too bad, a separate document is created called Guidance
- Guidance includes a detailed description of what or how a tool such as a computer system or other type of tool should be used
- Guidance may include requirements for the tool to be used correctly or for the result to be correct
- Guidance must be linked to the activities stated in the management system

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