CHECKLIST: HUMAN FACTORS PROGRAM MANAGEMENT				
CRITERIA	**YES**	**NO**	**N/A**	**COMMENTS**
1. Did the CCR design team include appropriate Human Factors (HF) expertise and competence for the type of project?				
2. Were the HF specialists given an appropriate position in the organization?				
3. Were suitable workspace resources made available?				
4. Was training given in the use of the management system?				
5. Was a system developed to keep the CCR design team updated on changes in all relevant rules, regulations and standards?				
6. Was an HF leader identified for the HF specialists and his/her responsibilities, authorities, division of duties, communication and reporting lines clearly outlined?				
7. Were the roles of all other HF specialists clearly outlined?				
8. Were appropriate lines of reporting and communication developed?				
9. Was adequate consideration given to the division of human factors responsibilities between the different parties involved?				
10. Were human factors requirements included in all subcontracts, and was a plan for periodical verification of subcontractors' compliance with these requirements developed?				
11. Were the content of HF deliverables and the expected timing of delivery clearly communicated?				
12. Were steps taken to ensure that vendors' systems and products complied with company and regulatory requirements for human factors?				
13. Was an adequate human factors program plan developed?				
14. Were suitable processes and procedures developed for the human factors work carried out?				
15. Were human factors activities within the design process given an appropriate schedule?				
16. Was appropriate documentation produced and kept current, in order to provide a traceable record of human factors activities throughout the design process?				
17. Was the system for recording and tracking all human factors deviations and non-conformities satisfactory?				