



As excel does not automatically spell check data I chose to double check information manually by going to the review tab and choosing the spelling button which spell checked my work and helps to correct any grammar mistakes I hadn't noticed. During my review of my work, checking for errors and the accuracy of the data I noticed in the conditional formatting column that some cells that contained information over 28 days were not highlighted. As this would be very confusing when presenting I re-did the formatting on the column double checking every step as before and making sure that I included all the cells in the column. This corrected the issues I had and improved the accuracy of my work. I repeated the steps for creating the sheets for the other different types of data.

**S311.7**  
**S308.11**

**S301.9**

**S311.9**

Number	Create date	Due Date	Stepname	Vault	Creator	Assigned Department	Assigned To	Days Open
Deviation-10009	21 Jun 2018	19 Jul 2018	Investigation	Deviation Inprocess		BPC QC		76
Deviation-10011	21 Jun 2018	19 Jul 2018	Investigation	Deviation Inprocess		BPC QC		76
Deviation-969	07 Jun 2018	05 Jul 2018	CA and Conclusion	Deviation Inprocess		BPC QC		90
Deviation-5953	05 Jun 2018	03 Jul 2018	Investigation	Deviation Inprocess		BPC QC		92
Deviation-5942	01 Jun 2018	29 Jun 2018	QA Conclusion	Deviation Inprocess		BPC QC		96
Deviation-9903	24 May 2018	21 Jun 2018	CA and Conclusion	Deviation Inprocess		BPC QC		104
Deviation-9905	24 May 2018	21 Jun 2018	CA and Conclusion	Deviation Inprocess		BPC QC		104
Deviation-9895	22 May 2018	19 Jun 2018	QA Conclusion	Deviation Inprocess		BPC AD and RA		106
Deviation-9885	18 May 2018	15 Jun 2018	CA and Conclusion	Deviation Inprocess		BPC AD and RA		110
Deviation-9860	11 May 2018	08 Jun 2018	Investigation	Deviation Inprocess		BPC QC		117
Deviation-794	25 Apr 2018	23 May 2018	QA Conclusion	Deviation Inprocess		BPC QC		133
Deviation-702	02 Apr 2018	30 Apr 2018	CA and Conclusion	Deviation Inprocess		BPC QC		156
Deviation-692	28 Mar 2018	25 Apr 2018	CA and Conclusion	Deviation Inprocess		BPC QC		161
Deviation-649	16 Mar 2018	13 Apr 2018	CA and Conclusion	Deviation Inprocess		BPC QC		173
Deviation-5454	05 Feb 2018	05 Mar 2018	CA and Conclusion	Deviation Inprocess		BPC QC		212

**S311.5**  
**S311.10**

**S308.5**  
**S308.7**

**S311.2**  
**S311.3**  
**S311.8**  
**S308.6**

For ease of access I saved the documents in my personal drive under a new folder dedicated to the project. I then emailed the spreadsheet over to my colleague for her to have a look at. I asked if everything she needed was included and clarified that the requirements for the project were achieved. I had this work finished for Tuesday 10Jul2018, a day before the due date so that if there was any feedback required I could edit and change information when necessary.

**S311.8**  
**S308.14**

**S311.10**  
**S301.5**

**S311.10**  
**S308.12**



**ADDITIONAL EVIDENCE AND CLARIFICATION**

*This might be used to record additional questions, or the candidate may use it to write an additional paragraph.*

**COMMENTS/FEEDBACK TO CANDIDATE**

Great evidence Emma!!

If witness testimony used please state who supplied testimony and relationship to candidate.

<b>Witness Signature</b> ( <i>if applicable</i> ):	
<b>Candidate Signature:</b>	
<b>Assessor Signature:</b>	
<b>Date:</b>	