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# Report Checklist

Pre-submission engineering report self-review | Example handout

## Check the evidence, not just the formatting

- [ ] **Purpose & traceability**

  The problem and stakeholders are clearly stated; numerical requirements are explicit; each decision can be linked to supporting evidence.

- [ ] **Calculations & units**

  Equations are defined, units are consistent, inputs are sourced, and numerical results have appropriate precision.

- [ ] **Assumptions & uncertainty**

  Approximations, models, limitations, risk, and uncertainty are disclosed. Critical assumptions are tested.

- [ ] **Figures & tables**

  Every figure and table has a descriptive caption, readable axes and units, and is interpreted in the surrounding text.

- [ ] **Verification**

  Predictions or tests are compared against acceptance criteria; failed or inconclusive checks are not omitted.

- [ ] **Sources & originality**

  Data, standards, and borrowed material are appropriately cited; source versions and access dates are recorded where relevant.

- [ ] **Professional communication**

  The abstract states the decision and result; headings are consistent; conclusions match the evidence; next steps are assigned.

Sample only. Always follow the actual instructor-provided report specification and submission requirements.