Work Package	WP1
Deliverable Name	Personnel Hygiene
Date of Review	08.11.2017
Reviewer's Name & Organization	Sofia Papakonstantinou / CRE.THI.DEV.

1. Assessment of Deliverables by the Reviewer

Mark with X the appropriate column:

CONTENTS	Y	N	NA	Comments
Are the contents of the Deliverable adequately clear and understandable?	x			
Are the contents according to the Application Form description?	x			
Are the contents according to the project objectives?	x			
Are the contents according to the work package objectives?	x			
Are all aspects thoroughly and in depth analyzed?	x			
Does the Deliverable need the addition of information to reach completeness?	x			
Are there any sections in the Deliverable that should be removed?		x		
FORMAT (for documents)	**Y**	**N**	**NA**	**Comments**
Does the Deliverable contain: WP number, Deliverable name, Version, Author Name and Date?	x			
Does the Deliverable properly use the official template provided (formatting, fonts, logos)?		x		**See suggested improvements**
Is the information required by the template properly included in the Deliverable (reviewers, distribution levels, table of contents, EU funding disclaimer)?	x			
Are there other remarks about the format of the Deliverable (spelling, grammar, etc)?	x			

NA: Please mark as "NA" if the question does not concern the specific deliverable

2. **Suggested improvements** (Changes that should be implemented - Missing information - Further improvements - add rows as needed)

Page No.	Section	Suggested Improvement
1	Cover page	Remove the word "e-book title"
1	Cover page	Title "Personnel hygiene: Verdana 24 font size
1	Cover page	Remove authors' names from cover page
1	Cover page	Date: October 2017
2	Index	Subtitles: Verdana 10 font size
	Whole document	Justify text
	Bibliography	Verdana 10 font size
		Figure numbers change according to the chapter number
19-24		Place figure titles under the figures
12-24		Place the text before the figure

2, 27, 31-32		Instead of 3.1.4.1 OBJECTIVES
		
		              3.1.4.2 FOOD HANDLER CATEGORIES OBLIGED TO ISSUE HEALTH CERTIFICATE
		
		              3.1.4.3 MEDICAL EXAMINATION TYPES
		
		 Place A., B., C. (Verdana 16 font size, uppercase letters)

	Bibliography	Italics the Names of the book, article titles
	Bibliography	Date in the second bibliography

3. **Any other observations** (e.g. minor corrections that need attention - add rows as needed)

Page No.	Section	Observations
		In all chapters we need to refer to the bibliography in the text with the name of the author(s) and date in brackets – e.g. (author's name, date).
		Also, Figures (or tables) should be original even if they are similar to those published in other books. In that case a remark should be put on the bottom of the figure (or tables) such as: "adapted from (name of the author, date)" and list this in the bibliography.

4. **Conclusion** (Mark with X the appropriate line)

Deliverable accepted, no changes required	
Deliverable accepted but changes required	x

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| Deliverable not accepted, it must be reviewed after changes are implemented | |