

Robotics data pilot review

01 Scope and source files

Agree the rules before work starts. Record the evidence during review. Fill this PDF on screen or print it, then save a copy for each supplier.

Pilot / project

Supplier

Reviewer

Review date

Q01

Pilot brief

Agree the task, variations, amount of data, file formats and delivery date. Name the person who can resolve specification questions.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q02

Access and permitted use

Confirm permission to collect, train on and share the data. Agree who may access it, which external tools are allowed and how long it is kept.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q03

Original recordings

Match each delivered item to a source recording and camera. Request a file list with stable IDs and a record of missing or changed files.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q04

Label timing

Check labels against the original recording. Agree the time or frame convention, allowed timing error, and any mapping from edited review copies.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

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02 Recording and label requirements

Choose a result for each check. Use Not applicable only with a reason. Leave unchecked items as Not reviewed. Your project sets the pass criteria.

Q05 Missing footage

Identify recording gaps and incomplete sections. Agree whether to exclude, replace or mark affected data as unresolved. Do not infer actions across a gap.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q06 Visible actions

Check that the required views show the action being labelled. If a hand or object hides it, require another usable view or an uncertain result.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q07 Camera alignment

Use visible events to check that cameras show the same moment. Record timing differences or drift. Equal file lengths alone are not enough.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q08 Label guide

Agree definitions, examples, similar actions that do not qualify, start/end rules and repeated-attempt rules. Date the guide and record changes.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

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03 Review and independent checks

Choose a result for each check. Use Not applicable only with a reason. Leave unchecked items as Not reviewed. Your project sets the pass criteria.

Q09 Review coverage

Ask which footage was checked and which remains unchecked. Include unlabelled sections in the audit. Review whole reference recordings to count missed events.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q10 Evidence for each label

Separate what a reviewer can see from what they infer. Keep hidden or disputed actions uncertain until evidence supports the label.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q11 Corrections and disagreements

Keep original annotations, corrections and final decisions. Record why each change was made, who reviewed it and which questions remain open.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q12 Independent reference answers

Use answers checked against the footage. Keep development and evaluation examples separate, with all views and copies of one recording in the same group.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

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04 Delivery and next steps

Choose a result for each check. Use Not applicable only with a reason. Leave unchecked items as Not reviewed. Your project sets the pass criteria.

Q13 Separate error counts

Agree event-matching rules, including duplicate labels. Report misses, false alarms, wrong labels, timing errors and unresolved cases, with the sample size.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q14 Delivery and import

Import the files in your tools. Check source IDs, timestamps and exported corrections. Include the file layout, guide version, review record and limitations.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Q15 Rework and the next order

Measure your checking and correction effort. Agree who fixes problems, by when and at whose cost. Test model improvement separately if it is a pilot goal.

Your acceptance rule

Result

Evidence, issue and next action (include an owner if needed)

Decision on the next batch

Owner

Next review date

Conditions or corrections required before the next order

Planning a data pilot? Discuss your requirements with Legendre.