
- ☐ File opens with correct delimiter and encoding
- ☐ Header row present and unique
- ☐ No duplicate records
- ☐ Dates in one consistent format (YYYY-MM-DD)
- ☐ IDs and phone numbers kept as text
- ☐ Blank vs zero handled deliberately
- ☐ Leading and trailing spaces trimmed
- ☐ Allowed values checked
- ☐ Row count matches the source
- ☐ Backup of original kept

Notes