# Appendix 3 – Change review record

<table>
<thead>
<tr>
<th>Project name:</th>
<th>Reason for change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Change review**

1. Influence of change on other parts of product:  
2. Influence of change on delivered product:  

**Change verification**

**Change validation**

**Change approved**

---

**Comment [9A1]:** E.g. Change of product specification on customer’s request; Change of law and regulatory requirements; Problems in production; Design review; Verification activity; Validation activity.

**Comment [9A2]:** Describe how changes affect parts of product or service?

**Comment [9A3]:** Describe how changes affect the product that is already delivered. Does this change require withdrawal of delivered product for finishing, or approval of product as is?

**Comment [9A4]:** Design and development team leader conducts project.

**Comment [9A5]:** Design and development team leader conducts validation in the same way as for entire project.

**Comment [9A6]:** CEO approves be given short rationale.

---

[job title]  
[name]  

[signature]