

[organization name]

Appendix 3 – Change Review Record

Project name:	
Reason for change	
1. Influence of change on other parts of product:	2. Influence of change on different product:
Change validation	

Commented [16A1]: 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.

Commented [16A2]: Describe how changes affect the other

Commented [16A3]: Describe how changes affect the product

Commented [16A4]: Design and development team leader

Commented [16A5]: Design and development team leader conducts validation in the same way as for entire project.

Commented [16A6]: CEO approves changes and resuming project. Here should be given short rationale.

[job title]
[name]

[signature]