

[organization name]

Appendix 4 – Design Review Minutes

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Project starting date:

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Input documents:

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Project phases:

Phase no.	Phase name	Input documents	Output documents	Reviewed / Authorized	Yes
1.					
2.					
3.					
4.					

Are all project phases reviewed / authorized?

Yes No

Were there any changes in the project?

Yes No

Project changes

Change No.	Date	Reason for change	Change description	Approved by
1.				
2.				

Commented [AS91001]: Delete the whole table if there were no changes in project.

Commented [AS91002]: This is done by project manager or design and development team leader.

Did changes affect the project or development of a new product?

Commented [AS91003]: Delete if there were no changes in project.

[organization name]

Yes

No

~~Is project validation conducted for each project requirement?~~

Yes

No

Project validation date:

Project manager:

~~Method of project validation:~~

At customer

At organization

Project validation date:

Project manager:

Date of starting production of new product:

Project manager:

[job title]

[name]

[signature]

Commented [AS91004]: Validation activities are conducted to ensure that the resulting products and services meet the requirements for the specified application or intended use.