Appendix 1 – Product Requirement Review Record

Product name:	
Product version:	
Contact person from the customer, phone no, email:	
Specified requirements from customer:	
Project ID:	

> **Commented [AES1]:** E.g., Purchase Manager, QA Manager, ~~Shipping Department~~

> **Commented [AES2]:** E.g., color, logotype, additional functions

> **Commented [AES3]:** Write in the identification number of ~~order delivered to contract. This is also helpful into organization, conduct individual production, detailed compensate.~~

Legal requirements regarding product:

> **Commented [AES4]:** Write in here any special regulatory ~~requirement that the customer request to be implemented (e.g., related ISO standards, GMP, clean room technology, sterilization standard.~~

Product requirements:	
Name of product requirement /service requirement	**Description**

> **Commented [AES5]:** Write in the names of product ~~requirements and service requirements.~~

Other activities:

Review by:	[name, job title]	Date:	
Approved by:	[name, job title]	Date:	

[job title]
[name]

_____

[signature]

> **Commented [AES6]:** Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.