

Appendix 3 – Change Review Record

[Organization Name]	
Reason for change	
[Reason for change]	
[Change ID]	
1. [Change description]	2. [Change description]
Change verification	
[Change verification]	
[Change status]	
[Change status]	
[Change status]	
[Change status]	
[Change status]	

Commented [13A1]: 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 [13A2]: Describe how changes affect the other [13A1]

Commented [13A3]: Describe how changes affect the product [13A1]

Commented [13A4]: Design and development team leader [13A1]

Commented [13A5]: Design and development team leader [13A1]

Commented [13A6]: CEO approves changes and resuming project. Here should be given short rationale.

[job title]
[name]

[signature]

Commented [13A7]: Only necessary if document is in paper form.