

[organization name]

Appendix 4 – Design Review Minutes

Project name

Project meeting date

Input requests:

Input documents:

Project phases:

Phase no.	Phase name	Input documents	Input requests	Reviewed by	Date
1.					
2.					
3.					
4.					

Are all project phases reviewed?

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 [134851]: Input requirements include:

Commented [134852]: For example, Product requirements, FMEA Risk Assessment Record, relevant legislation, etc.

Commented [134853]: Delete the whole table if there were no changes in project.

Commented [134854]: This is done by project manager or design and development team leader.

[organization name]

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

Yes

No

Commented [134855]: Delete if there were no changes in project.

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

Yes

No

Project validation date:

Project manager:

Where is the project conducted?

At customer

At organization

Project validation date:

Project manager:

Date of meeting completion of the project

Project manager:

[job title]

[name]

[signature]