

[organization name]

## Appendix 3 – Change Review Record

Project name:	
Reason for change	
Change review	
Impact of change on other parts of product:	Impact of change on delivered product:
Change initiated:	
Change verified:	
Change accepted:	

**Commented [AES1]:** E.g., change of product specification on

**Commented [AES2]:** Describe how the change affects the

**Commented [AES3]:** Describe how the change affects the

**Commented [AES4]:** Design and development team leader

**Commented [AES5]:** Design and development team leader

**Commented [AES6]:** CEO approves changes and resuming of

[job title]

[name]

[signature]

**Commented [AES7]:** Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.