

[organization name]

Appendix 4 – Design Review Minutes

Project name

Project starting date

Input requirements:

Commented [AES1]: Input requirements include:

- Functional
- Performance

Product Requirements:

Commented [AES2]: For example, product requirements, Risk

Project phases:

Phase no.	Phase name	Input Requirements	Product Requirements	Reviewed by	Note:
1.					
2.					
3.					
4.					

Commented [AES3]: E.g. Verification Plan, Validation Plan,

Commented [AES4]: E.g. Verification Protocol, Validation

Were all input phases completed?

Yes

No

Commented [AES5]: Mark the one that applies.

Were there any changes to the product?

Yes

No

Commented [AES6]: Mark the one that applies.

Project changes:

Commented [AES7]: Delete the whole table if there were no

[organization name]

Change no.	Date	Reason for change	Change description	Author name
1.				
2.				

Commented [AES8]: This is done by project manager or design

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

Yes No

Commented [AES9]: Delete if there were no changes in project.

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

Yes No

Commented [AES10]: Mark the one that applies.

Project initiation date:

Project manager:

Method of project initiation:

At customer At organization

Commented [AES11]: Mark the one that applies.

Project initiation date:

Project manager:

Date of starting production of new product:

Project manager:

[job title]

[name]

[signature]

Commented [AES12]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.