

[organization name]

Appendix 2 – Record of Product/Service Conformance

Product/Service data		
Name of the product/service:		
Production/Service provision date:		
Product/Service ID:		
Lot/Serial:		
Following Document:	Name of document and version (AES)	
Production data		
Production process:	Description of the material:	Responsible person:
Conformance approved by:	[name, job title]	Signature:
Shipment/Delivery approved by:	[name, job title]	Signature:

Commented [AES1]: Write in the name of the document

Commented [AES2]: Include information that will confirm each step of the production process.

Commented [AES3]: Write the production process, e.g.,

Commented [AES4]: Write a description/code to uniquely

Commented [AES5]: Write the name of the person responsible

[job title]

[name]

[signature]

[signature]

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