

[organization name]

Appendix 3 – Change review record

Project name:	
Reason for change	
Change review	
1. Influence of change on other parts of product:	2. Influence of change on delivered product:
Change verification	
Change validation	
Change approval	

Comment [9A1]: 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.

Comment [9A2]: Describe how changes affect the other parts of product or service. Does the change require changes to other parts of product or service?

Comment [9A3]: Describe how changes affect the product that is already delivered. Does this change require withdrawal of delivered product for finishing, or approval of product as is?

Comment [9A4]: Design and development team leader conducts validation in the same way as for entire project.

Comment [9A5]: Design and development team leader conducts validation in the same way as for entire project.

Comment [9A6]: CEO approves [change] and [rationale]. [rationale] be given short rationale.

[job title]

[name]

[signature]