

[organization name]

## Appendix 1 – Customer Requirement Review Checklist

Customers Name:	
Address:	
Specified request of customer:	
Project ID.:	
Can organization	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date of change:	
Can organization	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Commented [9A1]:** Delete if requests are listed in Project Plan or similar document.

**Commented [9A2]:** Write in the identification number of project delivered by customer. This is only needed if organization conducts individual production; delete if unnecessary.

Requests that are	
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Statutory and regulatory requirements regarding product:	
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According to Customer's request :

a) Purchasing of the following products and services:

Name of product/service			

**Commented [9A3]:** Usually Sales Manager together with Production Manager performs

**Commented [9A4]:** Write in the names of products and services that should be purchased in order to meet customer's requests.

b) Other activities:

Approved by:		Date:	
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**Commented [9A5]:** Name and job title.

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**Commented [9A6]:** List the reasons why company can't or won't meet customer's requests. E.g.:

- Satisfying customer's request is not profitable
- Lack of skills of employees of organization
- Lack of capacity of organization to meet customer's requests

[job title]  
[name]

[signature]