

[organization name]

### Appendix 3 – Change Review Record

Project name:	
Reason for change	
Change review	
1.	2.
Change validation	

**Commented [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.

**Commented [9A2]:** Describe how

**Commented [9A3]:** Describe how

**Commented [9A4]:**

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

**Commented [9A6]:** CEO approves

[job title]

[name]

\_\_\_\_\_  
[signature]