

Document Change Checklist 01

Document Title: _____
 Being revised to Revision No.: _____
 Documentation Change Record (DCR) No.: _____

1. The Originator or the Documentation Change personnel complete the table below by answering the questions: "Yes" or "No" in the right column.

L/N	Waste attributes, categories	Y/N
1	Is the document template of the current revision?	Select
2	Does the Purpose section duplicate the Title?	Select
3	Does the document mention training requirements?	Select
4	Does the document mention the retention of records?	Select
5	Does the document mention approved suppliers?	Select
6	Does the document include the company name or show its logo?	Select
7	Are referenced documents, including standards, relevant to the content?	Select
8	Does the text mention the term "designee" or "designees"?	Select
9	Did the Originator check grammar for excessive wording and passive voice?	Select
10	Did the Originator check any documents for possible duplications or conflicting information?	Select
11	Did the Originator validate this change?	Select
12	Has the Originator documented evidence of validation?	Select

2. For line 10 above, list the documents that you checked for duplicate or conflicting information (see comment for instructions).

No	List reviewed documents
1	
2	
3	
	<i>Add lines as needed and delete this note</i>

3. For any "No" in the Waste attributes table, justify why it is acceptable.

L/N	Justification of variance
1	
2	
3	
	<i>Add lines as needed and delete this note</i>

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4. Record validation activities and results below.

No	Validation steps and results
1	
2	
3	
	<i>Add lines as needed and delete this note</i>

5. When the Originator of the Documentation Change personnel verified that all requirements have been met or variances justified, the Originator or the Documentation Change personnel sign and date the form.

Verified and accepted by: _____

Date: _____

6. After completion of the form, the Documentation Change personnel save the form, as a password-protected file, in the corresponding DCR folder under the name:
"DCR_xxx_DCC_Document name_Rxx"