

## Document Review and Comment (DRC)

Form Number:  
6.1-1  
Page of

### REVIEW REQUESTER

Complete items 1-6  
Provide the DRC and review documents to the reviewer.

### REVIEWER

Review the document applying the criteria specified below and complete items 7 and 8.  
Return DRC to review requester.

### REVIEW REQUESTER

If there are comments requiring response, prepare response to each comment on following page(s); complete item 9, and return to reviewer.

### REVIEWER

Review response to comments. Indicate acceptance or rejection on the DRC and complete item 10.

1. Document Title: \_\_\_\_\_

2. Rev # \_\_\_\_\_

3. Document Description: (e.g. abstract, procedure, SAND report) QA Administrative Procedure

4. Type of Review & Criteria	Technical (Technical adequacy, accuracy completeness)	QA (Compliance and completeness)	Management (Completeness and correctness)
	-Are objectives clearly stated and fulfilled?	-Are applicable AQ requirements adequately cited/incorporated and met (content, reviews)?	-Is report consistent with policy?
	-Is the technical activity clearly described?	- <u>Has the technical review been performed by someone who is "independent"?</u>	-Is there consensus with other program documents?
	-Are equations/calculations accurate?		-Does the document meet applicable criteria?
	-Does logic lead to reasonable conclusions?		
	-Are the results drawn from the data supported by data present?		
	Data/tables/figures: Are they easily understood? Are legends complete?		

Other type of review (please specify or leave blank if not applicable) \_\_\_\_\_

5. Additional criteria (if applicable): \_\_\_\_\_ 6. Review Requester: \_\_\_\_\_ Date: \_\_\_\_\_  
(Printed Name)

7. Review Prepared by: \_\_\_\_\_  
*Reviewer's Printed Name*                      *Reviewer's Signature*                      *Org.*                      *Date*

8. No comments                      Mandatory Comments; record on following pages.

**(This section to be left blank if there are no comments requiring a response)**

9. Response to comments prepared by: \_\_\_\_\_  
*Review Requester's/Delegate's Printed Name*                      *Review Requester's/Delegate's Signature*                      *Org.*                      *Date*

10. Response concurrence: \_\_\_\_\_  
*Reviewer's Signature*                      *Date*

