

Form 2 - SAMPLE DOCUMENT REVIEW COMMENT FORM

INSTRUCTIONS:

- 1. Complete the Date and Document being Reviewed**
- 2. Number comments sequentially beginning at 1.**
- 3. For each Comment, the Reviewer should be identified by First Initial and Last Name.**
- 4. Reference the specific page, section, or paragraph.**
- 5. Comments should be designated as:**
 - a. “Suggestion” which the contractor may or may not address**
 - b. “Opportunity for Improvement” which the contractor may or may not address**
 - c. “Requirement not met” which the contractor must address**
 - d. “Steps out of order” which the contractor must address**
 - e. “Safety, Quality, Environmental or Security Concern” which the contractor must address**