EMCBC Document Review Record Sheet

Document Title	

Controlled Document Number	Revision No.	Date Issued for Review

The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments.

To:	Extension:	By:

Additional Instructions:

Reviewer	Approve	Approve w/Comments	Do Not Approve	Signature of Reviewer

Comments may be attached to a separate sheet of paper.

APPROVE: Signifies the reviewer's acceptance of the document issued for review.

APPROVE w/comments: Signifies the reviewer's overall acceptance of the document regarding concept, practice, implementation, provisions and assigned responsibilities. However, the reviewer has suggestions as to the organization of its contents or helpful additions and/or deletions. These comments are termed "non-mandatory comments" and do not require formal resolution between the reviewer and preparer.

DO NOT APPROVE: Signifies that the reviewer has identified significant problems regarding concept, practice, implementation or responsibilities that render the document unacceptable and/or not in conformance with stated requirements. Such problem areas must be clearly identified by the reviewer. It is mandatory for the preparer to resolve these comments with the reviewer, document the resolution and obtain the reviewers concurrence for the resolution. The reviewer's written concurrence with the resultant change in disposition shall be documented on this form.

General Review Comments:

When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition.

Designated Reviewer	Concur	Do Not Concur	Signature	Date