PRODUCT AND SERVICE APPROVAL CHECKLIST

Project or Service Identification			
Project Name:		**Stage:**	
Product or Service:		**Client:**	

Component	Completed			Reference Document	Responsible Person	Signature
	Yes	No	N/A			
Risk assessment completed?	☐					
Design requirements in place?						
Design documents in place?						
Approvals / Licenses in place?	☐					
All tests completed?						
Management approval?						
List as required						
List as required						
List as required						

Component	Completed			Reference Document	Responsible Person	Signature
	Yes	No	N/A			
List as required	☐	○	○			
List as required	☐	○	○			
List as required	○					