

Management Review and Approval Record Sheet

Document Information:

Document Title	_____
Document Number	_____
Revision Number	_____
Effective Date	_____

Management Review & Approval:

Name	Position	Signature	Date	Comments

Important Notes:

- This sheet documents formal management review and approval of controlled documents.
- All designated approvers must sign and date as evidence of their review.
- Comments section should capture key points, decisions, or requested changes.
- Keep this record for audit and compliance verification.
- Only current, approved versions should be in active use.