#### SECTION 1: PROJECT IDENTIFICATION

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| Design Project No.: |  |
| TITLE OF PROJECT: | DATE: |
|  |  |
| DESCRIPTION OF PROJECT: *include basic idea and how it may work, etc.* | |
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##### SECTION 2: DESIGN RESPONSIBILITY

Design responsibility is assigned to the following persons:

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| **RESPONSIBLE PARTY** | **ROLE / RESPONSIBILITY** |
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##### SECTION 3: DESIGN INPUTS

*All requirements for the design must be defined, recorded, attached or referenced.*

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| **TYPE OR INPUT DOCUMENT** | **NAME & LOCATION OF THE DOCUMENTS** |
| Product functional requirements:  (form, fit, function) |  |
| Customer requirements: |  |
| Regulatory requirements: |  |
| Previous design info: |  |
| Industry requirements: |  |
| Required materials: |  |
| Preferred suppliers/subcontractors: |  |
| Any other requirements: |  |

##### SECTION 4: DESIGN DRAWING / SPECS (OUTPUTS):

*Reference all design outputs, such as drawings, specifications, procedures, inspection criteria, testing plans, etc.*

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| **OUTPUT** | **FILE NAME** | **FILE LOCATION** |
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##### SECTION 5: DESIGN REVIEW / VERIFICATION

Indicate or attach the results of all design reviews and verifications, unless the results of design reviews are included in the design outputs (signoffs, check signatures, etc.) Remember that design verification is performed to verify that all design inputs (Section 3) have been addressed in the design outputs (Section 4.)

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| **Type of Review / Verification Action** | **Responsible Party** | **Date** | **Result** |
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SIGNATURE REQUIRED!

APPROVED; DESIGN MAY CONTINUE. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PARTY DATE

##### SECTION 6: DESIGN VALIDATION

Design validation is done to ensure a sample product built meets the design requirements (inputs) of Section 3. This may be done by first article inspections, prototype testing, or other means.

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| **Type of Validation Action** | **Responsible Party** | **Date** | **Result** |
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SIGNATURE REQUIRED!

APPROVED; DESIGN MAY CONTINUE. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PARTY DATE

##### SECTION 7: FINAL DESIGN APPROVAL

The [Responsible Party] must review the efforts so far and approve the design for full production.

SIGNATURE REQUIRED!

DESIGN IS APPROVED FOR PRODUCTION. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

RESPONSIBLE PARTY DATE

**NOTES:**

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