

Felt Part Sample Review Record

Record agreed checks and observed results. Keep the drawing and evidence with this record.

1 Identify the part and sample

Project / buyer

Part name / reference

Drawing number, revision and units

Sample ID / quantity and unit

Material and backing reference (if any)

Review date / sample condition

2 Record the checks and results

Dimensions: agreed method, critical features, units and observed results

Assembly / fit: mating surfaces, installed condition and observations

Use conditions / functional checks: procedure, criteria and evidence reference

Edges, appearance, identification and packaging observations

3 Record the review decision

Decision: approved / conditional / rejected / further review

Open items, required changes and evidence still needed

Reviewer / organisation

Review applies to the identified drawing, material and assembly conditions. Retain supporting evidence.