

Instructions to Complete Review Comment Form

1. **HEADER BLOCK** (use “View – Header and Footer” feature on menu bar): The Document author may complete any or all of the Header Block in order to facilitate Reviewer use prior to issuing the form to reviewers. In turn, the Reviewer shall complete any/all information in blank header blocks as related to the review being performed.
2. **ITEM NO.:** This column is set to automatically insert a number. If additional review comment space is needed, the Reviewer shall use the “Table” – “Insert” – “Row Below” function on the menu bar. As each page is filled, succeeding rows may be added by using this feature (note: automatic page break will create rows into a new page).
3. **DRAWING SHEET/SPEC PARA:** Reviewer shall provide the Drawing Number (sheet, as appropriate) or specification paragraph number for the enumerated review comment.
4. **COMMENT:** Reviewer shall provide the review comment with specifics that detail why the cited paragraph or drawing is deficient. The Reviewer shall provide the Document author with either an electronic or hard copy version of all review comments upon completion of the review.
5. **ACTION:** Upon receipt of Reviewer comments, the Document author shall insert appropriate action code for the given review comment.
6. **EXPLANATION:** Document author shall explain what was changed or deleted as the corrective action taken. In the event a review comment is rejected, the Document author shall explain why the comment was rejected. Once action comments are completed, the Document author shall notify the Reviewer that the comments are ready for back-check by providing the form electronically or providing the LAN location of the review comments for Reviewer back-check action.
7. **BACK-CHECK BY:** Once notified to conduct back-checks, the Reviewer shall review actions taken on review comments and initial the appropriate column space to signify acceptance for the action taken for the given review comment. If the reviewer does not accept the design office action/explanation for a rejected review comment, the reviewer is not obligated to initial in this column. Every effort shall be made by reviewer and designer to resolve the conflict to the next stage of document development. Unresolved review comments may jeopardize scheduled work stage completion and overall performance goals.