

Revision Change Log

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the versions

Document name

Previous version

Current version

Change date

Revision Change Log

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Date / reference: _____

Describe the change

Section changed

Content removed

Content added

Format adjusted

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Keep the reason

Problem addressed

Feedback reference

Requirement satisfied

Unresolved detail

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Maintain the route

Current file location

Earlier copy location

Next check

Next revision task
