



## Change Order

DOCUMENT NUMBER (Include the Subversion draft revision no. from the Draft QS Documents folder.)	REV. ID
Q-0024 Product Software Build Procedure (Revision xxx)	A

### APPROVED

NAME	SIGNATURE	TITLE	DATE
Simon Sadedin		Software Engineer	
Susan Belanich		Quality/Regulatory Reviewer	
Not Applicable		Subject Expert	

### JUSTIFICATION FOR CHANGE

Implementation of these core procedures will allow MedCommons to begin to implement the remainder of the quality system.

**IMPLEMENTATION TASKS<sup>1,2</sup>**

<b>OWNER (By Name)</b>	<b>TASK</b>	<b><i>TARGET DATE</i></b>
Susan Belanich	Train MedCommons personnel	
Simon Sadedin	Validate use of Adobe signatures for electronic signatures.	

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<sup>1</sup> Examples of implementation tasks: Minimum training requirements, acquisition of supplies, installation of equipment, validation, effective date, or obsolescence of an SOP.

<sup>2</sup> Examples of minimum training requirements: "We want [75%] of [Software Testers] trained by [date] or when the [validation date] occurs."