

Acceptance Form

For [Project Name]

Acceptance Form

PROJECT DETAILS

Project Name: *Name of the project that produced the deliverable*
 Project Manager: *Name of the Project Manager who was responsible for producing the deliverable*

ACCEPTANCE DETAILS

Acceptance ID: *Unique identifier for this acceptance request*
 Requested By: *Name of person who is requesting acceptance of the deliverable*
 Date Requested: *Date on which this form is completed*

Description:

Describe in detail the deliverable that the customer is being asked to accept.

ACCEPTANCE CRITERIA

Criteria:

List the criteria against which the deliverable has been tested (as stated in the [Procurement Plan](#)).

Standards:

List the standards against which the deliverable has been tested. (as stated in the [Procurement Plan](#)).

ACCEPTANCE RESULTS

Within the following table, list the criteria and standards used for testing and for each identify the following:

- *Testing methods used*
- *Reviewer who was formally responsible for undertaking the acceptance test*
- *Date the test was completed*
- *Overall result (Failed, Passed or Exceeded the criteria / standard)*

| Acceptance | Method | Reviewer | Date | Result |
|---|---------------------------|--------------------------------|------------------------------|--------------------------------|
| Criteria ■ <i>Criteria for Review</i> ■ | ■ <i>Method used</i> ■ | ■ <i>Name of Reviewer</i> ■ | ■ <i>Date of Review</i> ■ | ■ <i>Result of Review</i> ■ |
| Standard ■ <i>Standard for Review</i> ■ | ■ <i>Method used</i> ■ | ■ <i>Name of Reviewer</i> ■ | ■ <i>Date of Review</i> ■ | ■ <i>Result of Review</i> ■ |

CUSTOMER APPROVAL

Supporting Documentation:

Reference any supporting documentation used to substantiate this acceptance request.

Signature:

Date:

___/___/___

PLEASE FORWARD THIS FORM TO THE CUSTOMER FOR APPROVAL