**Review checklist for RELEASE/INSTALLATION OF SOFTWARE**

|  |  |  |  |
| --- | --- | --- | --- |
| Software identification |  | | |
| Software version number |  | Project no |  |
| **Project name** |  | **Task no** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | | **Yes** | **No** | | **N/A** | **Comment/reference** | | |
| **Final or interim version (state which)?** | |  | | | |  | | |
| **Have all reviews been completed?** | |  |  | |  |  | | |
| **Have all review observations been addressed?** | |  |  | |  |  | | |
| **Have the following been considered:** | | | | | | | | |
| 1. **Product liability?** | |  |  | |  |  | | |
| 1. **Disclaimers?** | |  |  | |  |  | | |
| 1. **Copyright?** | |  |  | |  |  | | |
| 1. **Licence?** | |  |  | |  |  | | |
| **Is the following documentation available:** | | | | | | | | |
| 1. **User manual?** | |  |  | |  |  | | |
| 1. **Installation instructions?** | |  |  | |  |  | | |
| **Is the software identification and version number included on the media label?** | |  |  | |  |  | | |
| **Is the correct version being delivered/installed?** | |  |  | |  |  | | |
| **Is there a process for recording distribution?** | |  |  | |  |  | | |
| **Has all testing been completed (if no, give details)?** | |  |  | |  |  | | |
| **Is the customer expected to perform any testing (if yes, give details)?** | |  |  | |  |  | | |
| **Other comments:** | | | | | | | | |
|  | | | | | | | | |
| **Statement:  All issues raised in earlier reviews have been addressed and the software is approved for release/installation/use** | | | | | | | | |
| **Signed (Reviewer)** |  | Name | |  | | | Date |  |
| **Signed (Project Manager)** |  | **Name** | |  | | | **Date** |  |