

## Document Revision Record

### Key Point(s):

- The Document Revision Record is used to record the revision details for each successive version of each document completed by the supplier.

### Minimum Content Requirement(s):

- Each Document Revision Record shall refer to the name and reference of the document to which it is attached, and be consistent with the information listed in the document.

### Output Document Description:

<a href="#">Link to the “Format”</a>	<a href="#">Link to the “Example”</a>
Item	Completion Instructions
N Project	Nissan vehicle/power train project for which the product is being developed/manufactured.
Special Characteristic	Tick all boxes that apply to the product being developed/manufactured.
Attached Document Name & Reference No.	The name and reference number of the document to which the revision record is attached.
Supplier Name	Supplier company name.
Supplier Plant	Location at which the product will be produced.
Supplier Code	Unique code to each supplier, issued by Nissan Purchasing Dept.
Author	The name of the person who created / revised the document
Tel	The telephone number of the person who created / revised the document.
E-mail	The E-mail address of the person who created / revised the document
Part Name	The part name or description as identified on the product drawing.
Part No & Issue level	As issued by Nissan Design.

Design Note No. / DEVO	The latest design note number that applies to the product being developed / manufactured.
Version No	Sequential number to indicate the version no. (issue level) of the document. The version no. will change with each revision of the attached document.
Issue Date	Date of issue of the revised document.
Reason for Revision / Content of Revision	Detail the reason for document revision and summarise the main changes.
Completed By	Name of the person responsible for completing / revising the attached document and Document Revision Record.
Approved By	Name of the person responsible for approving the attached document and Document Revision Record.

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