|  |
| --- |
| **Authorization for Release** |

**\*\*\*Form Instructions. To be deleted when creating Project Authorization for Release Form\*\*\***

* Use this template for all SRF Ops Project Authorization for Release Forms.
* Save your file using the following filename convention: <proj>-AFR-XXX (where XXX will be formatted sequentially by counting number for next product released).
* In the footer replace “SRF-11-FM-004 Project Authorization for Release Template, R1” with the filename of your Project Authorization for Release Form.
* Delete the last page containing 3 sections of Form Information.

**\*\*\*Form Instructions. To be deleted when creating Project Authorization for Release Form\*\*\***

# Project Description

|  |  |
| --- | --- |
| **Project Name:** |  |
| **SRF Project Coordinator:** | <First Last Name> |
| **Project Authorization for Release Date:** | <DD Mmm YYYY> |
| **Product Released:** | <e.g CM Serial Number> |

# Authorization for Release Information

The SRF Project Coordinator ensures following activities are performed and provides the name, date, and salient comments

|  |  |  |  |
| --- | --- | --- | --- |
| **Verification** | **Name** | **Date** | **Comments** |
| Ensure all relevant Work Control Documents related to the product are closed. | <First Last Name> | <DD Mmm YYYY> |  |
| Confirm data deliverables are complete. | <First Last Name> | <DD Mmm YYYY> |  |
| Customer confirmation – ready to receive. | <First Last Name> | <DD Mmm YYYY> |  |
| Property Transfer Form Prepared (if applicable) | <First Last Name> | <DD Mmm YYYY> |  |
| <Add additional as needed.> |  |  |  |

# Approvals

|  |  |
| --- | --- |
| **Approved by:** | **Name:** |
| Project Coordinator | <First Last Name> |
| Quality Engineer | <First Last Name> |
| SRF Department Head | <First Last Name> |

For Project Procedures: Refer to the Project Execution Procedure SRF-11-PR-001

*Document Processor Instructions:*

* *Put valid dates everywhere DD is found and verify they are accurate*
* *Attach DocuShare Approval Picture here*

**\*\*\* Form Approval Page. To be deleted when creating your procedure. \*\*\***

# Form Release and Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **SRF OPS Procedure Template** | | | |
| **Document Number:** | SRF-11-FM-004 | **Effective Date:** | DD MMM 2025 |
| **Revision Number:** | 2 | **Periodic Review Date:** | DD MMM 2028 |
| **Document Owner:** | Valerie Bookwalter | **Department Owner:** | SRF Operations |

|  |  |  |
| --- | --- | --- |
| **Rev #** | **Major Changes** | **Revision Date:** |
| 1 | Initial version | 17 Jan 2023 |
| 2 | Administrative Edit | DD MMM YYYY |

# Form Approvals

|  |  |
| --- | --- |
| **Approved by:** | **Name:** |
| Document Owner | Ed Daly |
| Quality Representative | Jacob Harris |
| SRF Department Head | Tony Reilly |