

Define the assignment

Complete what is known. Keep unknown decisions open and assign an owner.

Style / project

Revision / issue date

Reviewer / decision owner

Reference size / intended wearer

Activity and environment

Scope requested / required deliverables

Open decisions and responsible person

Front view reference / attachment ID

Back view reference / attachment ID

Specify the garment

Attach numbered drawings. Use matching point and component identifiers.

Measurements - no default values or tolerances

Point / method	Target / unit	Tolerance	Sample result

Materials and construction

Component / location	Selected reference	Status / open decision

Measurement state, drawing references and construction notes

Review and release

Record evidence and changes. A filled form is not automatic approval.

Sample review / decision log

Issue / evidence reference	Action / owner	Decision / revision

Sample identity / version reviewed

Care or test evidence references

Decision: open / revise / approved scope

Approved scope and exclusions

Reviewer and decision date

Reading: CBI apparel buyer communication; CBI apparel risk management; WIPO supplier IP guidance.

cbi.eu/market-information/apparel/doing-business | wipo.int/en/web/ip-business-moments/grow