

Reviewer Signoff Template

Attach to or note within the record upon completion of review.

Version 1.0 | Effective May 2026 | JRS Deployment Kit

RECORD INFORMATION

Record / File Reference:

Record Type:

Review Level (circle): Self-Review Secondary Review Legal / Compliance Review

Review Date:

REVIEWER CONFIRMATION

The reviewer confirms each of the following before signing.

The record can stand on its own without the reviewer available to explain it.

Each conclusion is anchored to specific, identifiable evidence in the file.

The path from evidence to conclusion is visible within the record.

Dates, timelines, and policy references are identifiable.

AI-assisted wording was reviewed against source notes before finalization.
Leave unchecked if no automated drafting tools were used.

No unverified characterizations were introduced by the drafting process.

KNOWN LIMITATIONS / Note any gaps or incomplete information

If no limitations, write "None identified."

FROM PRACTICE

Most records that fail during later review looked complete at the time of drafting. The reviewer who built the limitation notice into the file did the work that matters.

DISPOSITION / Check one

READY	Record is self-contained and supported. Approved for system entry.
REVIEW REQUIRED	Additional anchoring or secondary review needed before entry.
STOP	Record returned. Unsupported conclusion or missing anchor. Do not submit.

ATTESTATION

Reviewer Name: _____ Date: _____

Role / Function: _____

This signoff confirms review for documentation quality. Does not certify factual accuracy or legal sufficiency.