Website change approval checklist

Use this with an exact change request and full-page preview. Tick the checklist in a PDF reader. Print it to add details and review notes. This sheet does not replace the wording being reviewed.

REQUEST DETAILS

Website / page

Request / preview link

Version

BEFORE YOU SEND

- [ ] Every change lists the page and section.
- [ ] Current wording is copied from the live site, not remembered.
- [ ] Proposed wording is the exact text that will be published.
- [ ] Each change has a one-sentence reason.
- [ ] Each change ends with approve, revise or keep.
- [ ] Excerpts are labelled, with a link to the full page preview.
- [ ] Unverified claims are listed with an owner and what would confirm them.
- [ ] The reply you need names the version, the approver and the date.

OPEN CLAIM

Claim

Owner

Evidence needed

An unverified claim stays open until its owner confirms, replaces or removes it.

REVIEWER DECISION

- [ ] Approve
- [ ] Revise
- [ ] Keep current wording

Approver

Date

Requested revisions / exclusions