



## Code Review Policy

### 1. Purpose

The purpose of this policy is to establish a standardized code review process that ensures high-quality code, promotes knowledge sharing, and maintains consistency across our software development projects.

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## 2. Scope

This policy applies to all developers, testers, and other team members involved in writing or modifying code within our organization.

## 3. Policy Statement

All code changes, including new features, bug fixes, and refactoring, must undergo a code review before being merged into the main branch.

## 4. Code Review Process

- Submission: Developers submit code for review through our version control system (e.g., Git pull request).
- Size Limit: Code submissions should not exceed 400 lines of code. Larger changes should be broken down into smaller, logically separate pull requests.
- Reviewer Assignment: At least one reviewer, preferably two, must be assigned to each code review.
- Timeliness: Reviewers should aim to complete reviews within 24 business hours of assignment.
- Feedback: Reviewers must provide clear, constructive feedback, focusing on code quality, functionality, and adherence to coding standards.
- Resolution: The code author is responsible for addressing all comments and concerns raised during the review.
- Approval: Code can only be merged after receiving approval from all assigned reviewers.

## 5. Review Criteria

Reviewers should evaluate code based on the following criteria:

- Functionality: Does the code work as intended?
- Readability: Is the code easy to understand?
- Maintainability: Is the code structured for easy future modifications?
- Performance: Are there any obvious performance issues?
- Security: Does the code follow security best practices?
- Test Coverage: Are there adequate unit tests?
- Documentation: Is the code sufficiently documented?

## 6. Tools and Automation

Static code analysis tools will be used to automate checks for code style, potential bugs, and security vulnerabilities. Continuous Integration (CI) pipelines must pass before code review begins.

## 7. Training and Support

All team members will receive training on effective code review techniques. Regular workshops will be held to discuss and improve the code review process.

## 8. Policy Review

This policy will be reviewed and updated annually or as needed to ensure it remains effective and aligned with organizational goals.

By implementing this Code Review Policy, we aim to maintain high code quality standards, foster a collaborative development environment, and continuously improve our software development practices.