|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vessel name:** |  | | | **Change No:** | | **­** | |
| **Change Raised by:** |  | | | **Date Raised:** | |  | |
| **System Impacted** |  | | | | | | |
| **Planned change:** | **Date:** | **Time:** | **Risk of Change: High  Moderate  Low** | | | | |
|  | | | | | | | |
| **Description of change** |  | | | | | | |
| **Who carrying out change** |  | | | | | | |
| **Implications of not making change** |  | | | | | | |
| **Description of deployment plan** | ***Pre-deployment*** ***checklist*** (This should include details of testing carried out or other details relevant) | | | | | | |
| *Is it approved or supplied by the Company?* | | | | ***Yes*** | | ***No*** |
| *Is it being supplied by the original equipment manufacturer/vendor?* | | | | ***Yes*** | | ***No*** |
| *Is it being updated by the manufacturer, their agent or confirmed authorised personnel?* | | | | ***Yes*** | | ***No*** |
| *If it is being updated either by a ship or shore contractor, confirm that the instructions are clearly understood* | | | | ***Yes*** | | ***No*** |
| *Are you aware of how to reverse the update or how to seek assistance if there is a failure?* | | | | ***Yes*** | | ***No*** |
| *Has evidence been provided that the update has been tested?* | | | | ***Yes*** | | ***No*** |
| ***Post-deployment*** ***testing*** (This should include detail of testing to confirm all services restored, change successful and no impact on users or systems) | | | | | | |
|  | | | | | | |
| **Back-out Plan** |  | | | | | | |

**Master signature­­­­­­­­­­­­­­: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Installer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**