



Change Management Policy

Version: 1.0

Effective Date: April 2025

Purpose

To ensure that all changes to systems or applications are reviewed, tested, approved, and documented.

Scope

Applies to all system, application, and infrastructure changes within the company environment.

Policy

- All changes must be documented, reviewed, and approved prior to implementation.
- Emergency changes require post-implementation review.
- Testing must be performed in a non-production environment before deployment.
- Change records must be stored for audit purposes.
- Unapproved changes are prohibited and considered a violation of this policy.

Enforcement

Non-compliance may lead to revocation of system privileges or further disciplinary actions.