[organization logo]

[organization name]

**CHANGE MANAGEMENT POLICY**

|  |  |
| --- | --- |
| Code: |  |
| Version: |  |
| Date of version: |  |
| Created by: |  |
| Approved by: |  |
| Confidentiality level: |  |

**Change history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Created by** | **Description of change** |
| YYYY-MM-DD | 0.1 | Abdullah | Basic document outline |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Table of contents**

[1. Purpose, scope and users 3](#_Toc454542887)

[2. Reference documents 3](#_Toc454542888)

[3. Change management 3](#_Toc454542889)

[4. Managing records kept on the basis of this document 3](#_Toc454542890)

[5. Validity and document management 4](#_Toc454542891)

# Purpose, scope and users

The purpose of this document is to define how changes to information systems are controlled.

This document is applied to the entire Information Security Management System (ISMS) scope, i.e. to all the information and communication technology within the scope.

Users of this document are employees of [organizational units for information and communication technology].

# Reference documents

* ISO/IEC 27001 standard, clauses A.12.1.2, A.14.2.4
* ISO/IEC 27001 standard, clause 12.1.2
* ISO/IEC 27001 standard, clause A.9.2
* Information Security Policy

# Change management

Each change to operational or production systems must be made in the following way:

1. change may be proposed by [specify job functions]
2. change must be authorized by [job title], who must assess its justification for business and potential negative security impacts
   1. relevant change that affects cloud services must be communicated by [job title] to their respective cloud service customers, so they can provide their evaluation to complement the [job title]’s change assessment
3. change must be implemented by [job title]
4. [job title] is responsible for checking that the change has been implemented in accordance with the requirements
5. [job title] is responsible for testing and verifying the system's stability – the system must not be put into production before thorough testing has been conducted
6. implementation of changes must be reported to the following persons: [list all necessary job titles]

Change records are kept [provide the name of the form, or describe a different method for recording changes].

# Managing records kept on the basis of this document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Record name | Storage location | Person responsible for storage | Controls for record protection | Retention time |
| [Name of change record] – in electronic form | [intranet folder name] | [job title] | Once created, the record cannot subsequently be changed | 3 years |

# Validity and document management

This document is valid as of [date].

The owner of this document is [job title], who must check and, if necessary, update the document at least once a year.

When evaluating the effectiveness and adequacy of this document, the following criteria need to be considered:

* number of changes not made in accordance with this document
* number of changes which failed to produce desired results

Previous versions of this policy must be stored for a period of 5 years, unless specified otherwise by legal or contractual requirement.

[job title]

[name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[signature]