CHANGE CONTROL PROCEDURE

1. Initiation of change: the request for change, duly completed by the applicant, shall be submitted.

2. Classification and registration of the request for change.

3. Evaluation and Approval or rejection by the Change Control Committee.

4. In case of approval, notification to the originator and to the managers of the CEs concerned.

5. The change is made by entering a monitoring and control process.

6. Once the change has been made, the change control committee certifies that it has been made correctly.

7. Finally, the originator of the change is notified of this certification.