

# Technical Approval Guidelines

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## Responsibilities of the Technical Approver

The Technical Approvers of a change are responsible for reviewing all technical components of the change:

Change being performedImplementation planBackout planPlanned start dateIs QA sign off required? If so, has this been indicated on the change record?Have all configuration items been listed on the change record?

When does the approval occur?

The technical approval occurs in the Assess state of the Normal change.

Who are the technical approvers?

The technical approvers are based on the configuration items listed on the Affected CIs tab of the change, as the related approval groups are used as the possible approvers.