**BERITA ACARA**

***SWITCHOVER/ FAILOVER\** APLIKASI <Nama Aplikasi> DARI DRC KE DC**

Pada hari ini <nama hari> tanggal <tanggal><nama bulan><tahun> jam <>, kami yang bertanda tangan dibawah ini menyatakan bahwa telah dilakukannya ***Switchover/ Failover\** Aplikasi <Nama Aplikasi> dari DRC ke DC.**

Proses yang telah dilakukan untuk **<Nama Aplikasi>** adalah sebagai berikut :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Hostname** | **IP** | |  |  |
| **Primary** | |  |  | |  |  |
| **Standby** | |  |  | |  |  |
|  |  |  |  |  |  |  |
| **No** | **Site** | **Action** | **Status** | **Start** | **End** | **Total** |
| 1 | Primary |  |  |  |  |  |
| 2 | Primary |  |  |  |  |  |
| 3 | Primary |  |  |  |  |  |
| 4 | Primary |  |  |  |  |  |
| 5 | Primary |  |  |  |  |  |
| 6 | Primary |  |  |  |  |  |
| 7 | Standby |  |  |  |  |  |
| 8 | Standby |  |  |  |  |  |
| 9 | Standby |  |  |  |  |  |
| 10 | Primary |  |  |  |  |  |
| 11 | Primary |  |  |  |  |  |
| 12 | Primary & Standby |  |  |  |  |  |
| 13 | Standby |  |  |  |  |  |
| 14 | Standby |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | **End To End (Whole)** | |  |  |  |
|  |  | **End To End (ODG Switchover Only)** | |  |  |  |

Kondisi setelah Proses :

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Hostname** | **IP** | |
| **Primary** | |  |  | |
| **Standby** | |  |  | |

Demikianlah Berita acara ini dibuat untuk dipergunakan sebagaimana mestinya.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Nama** | **Jabatan** | **Tanggal** | **Approval** |
| **Pelaksana:** | | | | |
| 1 |  | DBA Specialist |  |  |
| 2 |  | System Admin Specialist |  |  |
| 3 |  | DC Section Head |  |  |
| 4 |  | Prod. System Support Section Head |  |  |
| 5 |  | DC & DBA Dept. Head |  |  |
| 6 |  | Help Desk & Incident Mgt. Dept. Head |  |  |
| 7 |  | IT Infrastructure Dept. Head |  |  |
| **Menyetujui:** | | | | |
| 1 |  | IT Service Delivery Deputy Div. Head |  |  |
| 2 |  | IT Solution Deputy Div. Head |  |  |
| 3 |  | IT Project Deputy Div. Head |  |  |
| 4 |  | IT Division Head |  |  |
| **Mengetahui:** | | | | |
| 1 |  | Operations Director |  |  |

Keterangan:

\* pilih salah satu