|  |  |  |
| --- | --- | --- |
| **Please submit the change request to:****CSChangeRequest@UrbanUtilities.com.au** | **Request ID** |   |
| **Status**  |   |

# CHANGE Request & Implementor Details

|  |
| --- |
| **UU site detail** (to be completed by UU representative requesting the change) |
| UU site ID |  |
| UU site name |  |
| **Implementor/s detail** (to be completed by UU representative or Implementer representative) |
| Implementer/s name (list all) |   |
| Primary contact name |  |
| Primary contact phone |  |
| Primary Email address |  |
| Company name |  |
| **Change detail** (to be completed by UU representative or Implementor representative) |
| Maintenance WO number |   |
| UU Contact ID/ Project IP # |   |
| UU Project Name |  |
| **Project Detail** (to be completed by UU representative or Implementor representative) |
| Brief description of the project and scope of this change |
|  |
| Affected process areas |
|  |
| Process risk highlights |
|  |
| Affected control equipment- Ellipse ID of all the control systems equipment affected by this change or TEM618 loadsheet |
|  |
| Implementation date |  |
| Implementation period |  |
| **NOTE: By submitting this change, you are agreeing to provide a minimum of five business days’ notice to** **CSChangeRequest@urbanutilities.com.au** **and** **OperationalTechnology@urbanutilities.com.au** **prior to implementation.** |
| **Comments** |
|  |

# UU Requestor

|  |
| --- |
| **UU Requestor (Network/RRC) detail/ review** |
| * 1. UU Requestor name
 |   |
| * 1. UU Requestor phone
 |  |
| * 1. UU Requestor email
 |  |
| * 1. Submission date
 |  |
| * 1. UU Requestor certifies implementors access approval
 |[ ]  Access approval is a business requirement  |
| **B.6** UU Requester signed/date |   | DD/MM/20YY |
| **Comments** |
|  |

# UU CONTROL SYSTEMS Representative

|  |
| --- |
| **UU Process/Network Representative review/detail** |
| * 1. ITP submitted/ reviewed and approved
 | [ ]  |
| * 1. Test sheets (FAT & SAT) required/ reviewed and approved
 |[ ]
| * 1. Change management form review completed
 |[ ]
| * 1. UU Control Systems Representative signed
 |   | DD/MM/20YY |
| **Comments** |
|   |

# UU Process/Network Representative

|  |
| --- |
| **UU Control Systems Representative review/detail** |
| * 1. Scope of the work required/ reviewed and approved
 |[ ]
| * 1. Functional Specification Updated/ reviewed and approved
 |[ ]
| * 1. Test sheets (FAT & SAT) required/ reviewed and approved
 |[ ]
| * 1. Risk assessment required/ reviewed and approved
 |[ ]
| * 1. Change management form reviewed and approved
 |[ ]
| * 1. UU Process/Network Representative signed
 |  |
| * 1. Change approval date
 | DD/MM/20YY |
| * 1. Approval expiry date
 | DD/MM/20YY |
| **Comments** |
|  |

# CHANGE COMPLETION

|  |
| --- |
| * 1. **Required Documents**
 |
|[ ]  As built functional specification |[ ]  SCADA tag change list |
|[ ]  Network switch/router configuration |[ ]  PLC/RTU backups |
|[ ]  As built O&M document |[ ]  SCADA backups |
|[ ]  As built engineering drawings |[ ]  HMI backup |
|[ ]  Signed FAT document |[ ]  Smart device backup (e.g. VSD, SS) |
|[ ]  Signed SAT document |[ ]  Radio configuration |
|[ ]  Completed ITP |[ ]  Instrument configuration |
|[ ]  IO List |[ ]  Licenses transferred to UU |
| * 1. **Implementor signed / date**
 |  | DD/MM/20YY |
| * 1. **Work Completion**
 |
|[ ]  Control room site acceptance form completed | Document location: |  |
|[ ]  Change implementation | Date: |  |
|[ ]  Work completed | Completion date: |  |
|[ ]  All documents/backups listed in section E.1 submitted to UU |
|[ ]  Submitted documents ref. | Document location: |  |
|[ ]  Maintenance activities updated per change |
|[ ]  Backups copied to NAS |
|[ ]  Enterprise historian tags submitted to OT |
|[ ]  Implementation of change reviewed by Network/Process Engineer |
|[ ]  Completed CMF submitted to control system |
| * 1. **UU Requestor signed/date**
 |  | DD/MM/20YY |
| * 1. **UU Control systems reviewer signed/date**
 |  | DD/MM/20YY |
| * 1. **UU Process/Network reviewer signed/date**
 |  | DD/MM/20YY |
| **Comments** |
|  |