|  |  |  |
| --- | --- | --- |
| **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**](mailto:controlsystems@urbanutilities.com.au) **and** [**OperationalTechnology@urbanutilities.com.au**](mailto: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** | | | | | |
|  | | | | | |