

Core_OTH_05: Core Change Control Procedure

Version	0.3	
First trading date with the current version		
Status	<input checked="" type="checkbox"/> Draft	<input type="checkbox"/> Final

Approval

Version	Date	Name	Function	Signature
1.0		Core JSC		

Previous versions

Version	Date	Author	Summary of changes
0.1	21/05/2019	HUPX	First review
0.2	08/12/2020	JWG	Processed feedback
0.3	02/03/2021	JWG	Processed feedback

Remarks

The document should be read together with the component list and the Article 7 of the Core DAOA Contact details can be found in the Core Contact List.

Disclaimer

All the timings included in this procedure refer to Central European Time (CET). CET refers to CET and CEST.

1. INTRODUCTION	3
1.1. Purpose	3
1.2. Outline of the Change Control Procedure	3
1.3. Users of this Document	4
1.4. Scope	4
1.5. Structure of Document	5
2. WORKFLOW DIAGRAM	6
2.1. Introduction	6
2.2. Amend / Add LCA Details	6
2.3. Amend the Operational Procedures	7
2.4. Changes related to the Flow Based methodology	8
2.5. RFC Procedure	8
3. ACTIVITY AND TIMING INFORMATION	14
3.1. Amend / Add LCA Details	14
3.2. Amend the Operational Procedures	15
3.3. Changes related to the FB methodology	16
3.4. RFC Procedure	17
4. CHANGE CONTROL FORMS	26
4.1. Introduction	26
4.2. LCA Registration Form	27
4.3. Operational Procedure Form	28
4.4. Request for Change Form	29
4.5. Solution Proposal Form	33
4.6. Impact Assessment Form	34
4.7. Implementation Plan Form	35
4.8. Objections Form	37
4.9. Component Version Update Form	38
5. RISK AND IMPACT ALLOCATION	39
5.1. Categories and Risk	39
5.2. Component Impact	39
5.3. Route of the Change through the Procedure	40
6. ASSURANCE GATHERING	42
6.1. Assurance Activities	42
6.2. Scope of Assurance Gathering	43
7. TASKS OF THE CORE OPSCOM UNDER THE CHANGE CONTROL PROCEDURE	44
7.1. General tasks	44
7.2. Specific tasks	44
8. TASKS OF THE CCA UNDER THE CHANGE CONTROL PROCEDURE	46
8.1. Introduction	46
8.2. Tasks of CCA	46
9. TASKS OF THE LCA UNDER THE CHANGE CONTROL PROCEDURE	48
8.3. LCA Summary	48
8.4. Tasks of LCA	48

1. Introduction

1.1. Purpose

[Redacted text block]

1.2. Outline of the Change Control Procedure

[Redacted text block]

[Redacted text block]

1.3. Users of this Document

[Redacted text block]

1.4. Scope

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

[Redacted text block]

1.5. Structure of Document

[Redacted text block]

[Redacted text block]

[Redacted text block]

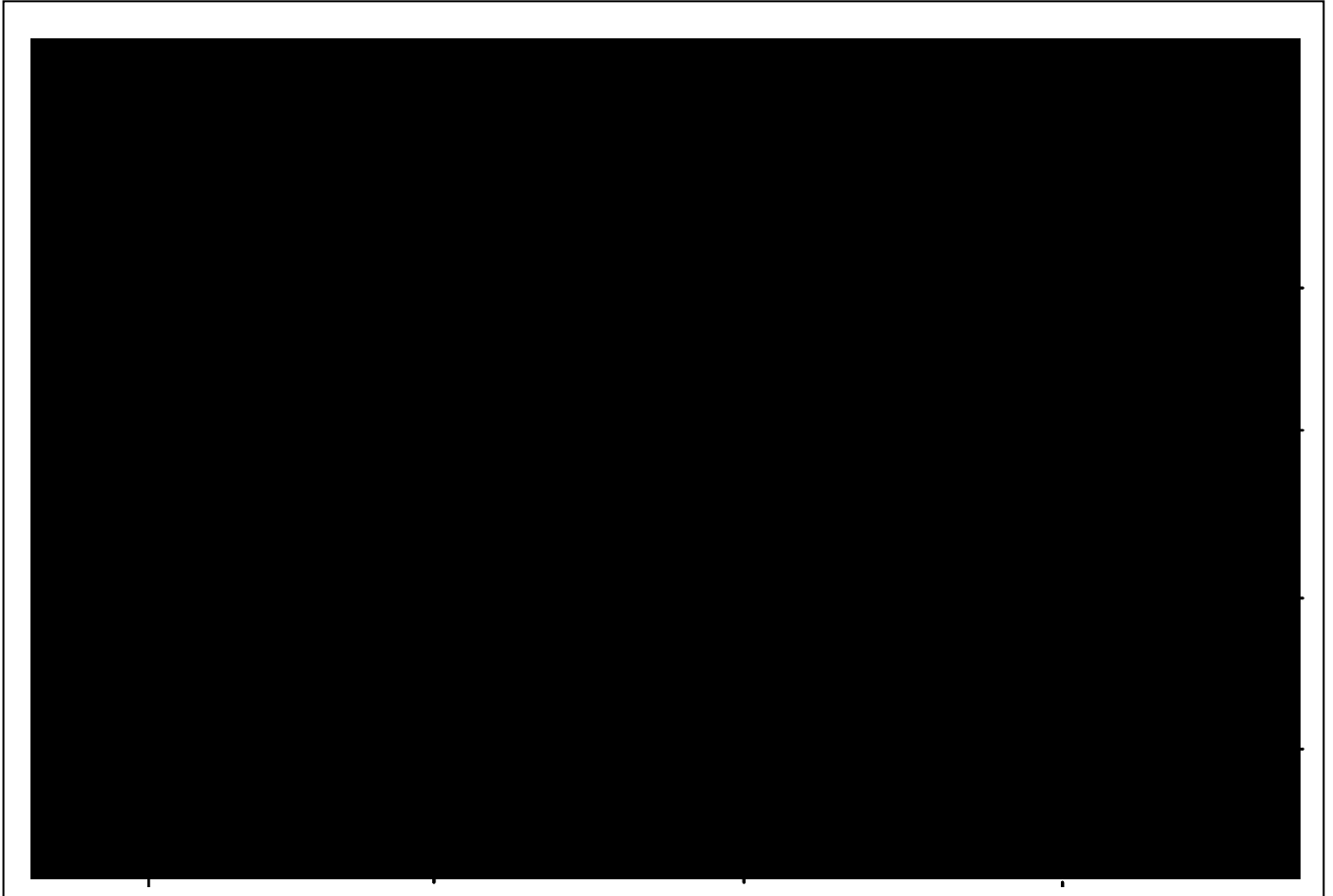
[Redacted text block]

2. Workflow Diagram

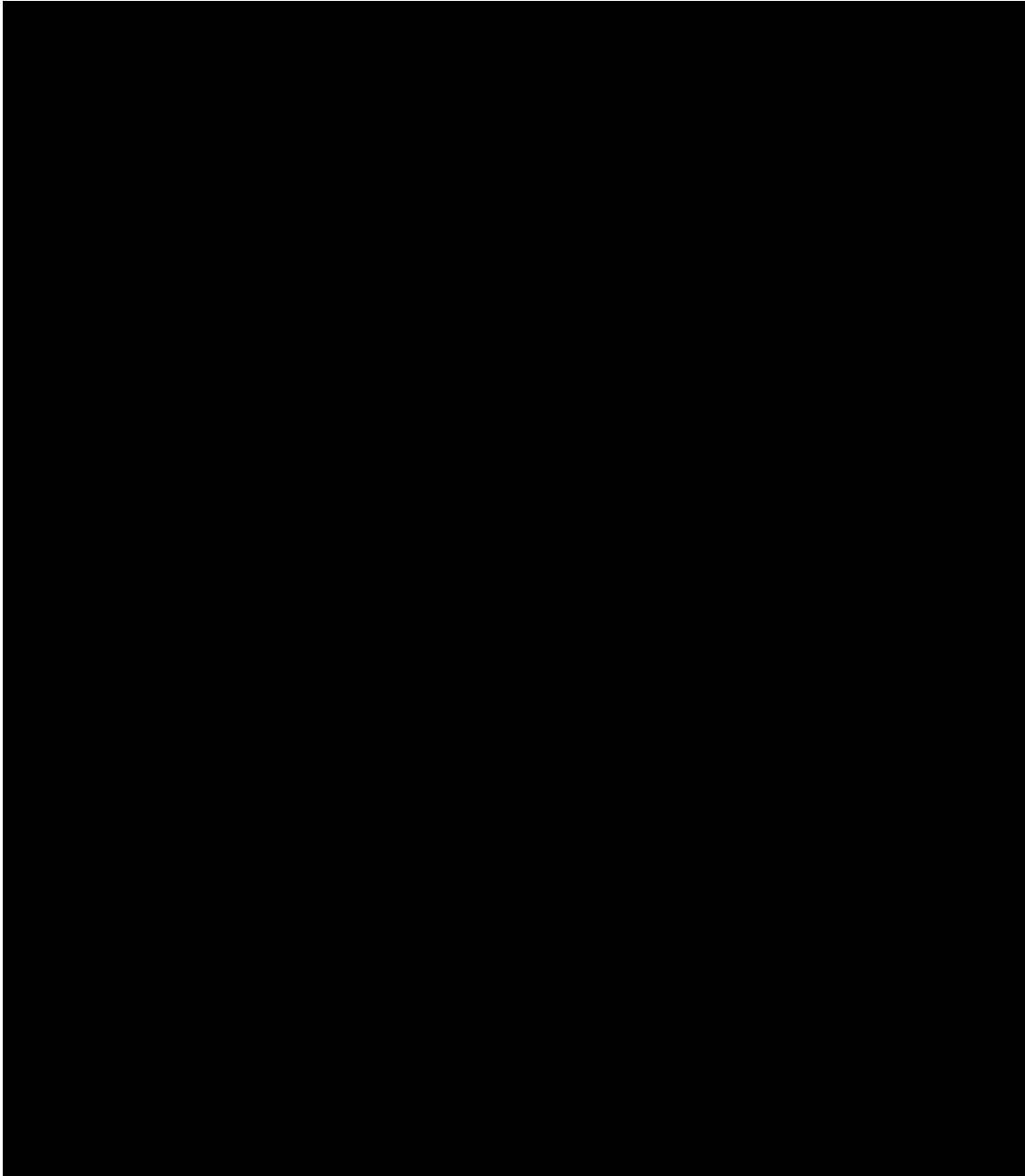
2.1. Introduction

The workflow diagrams describe the overall flow of the procedure depending on the type of change to be implemented.

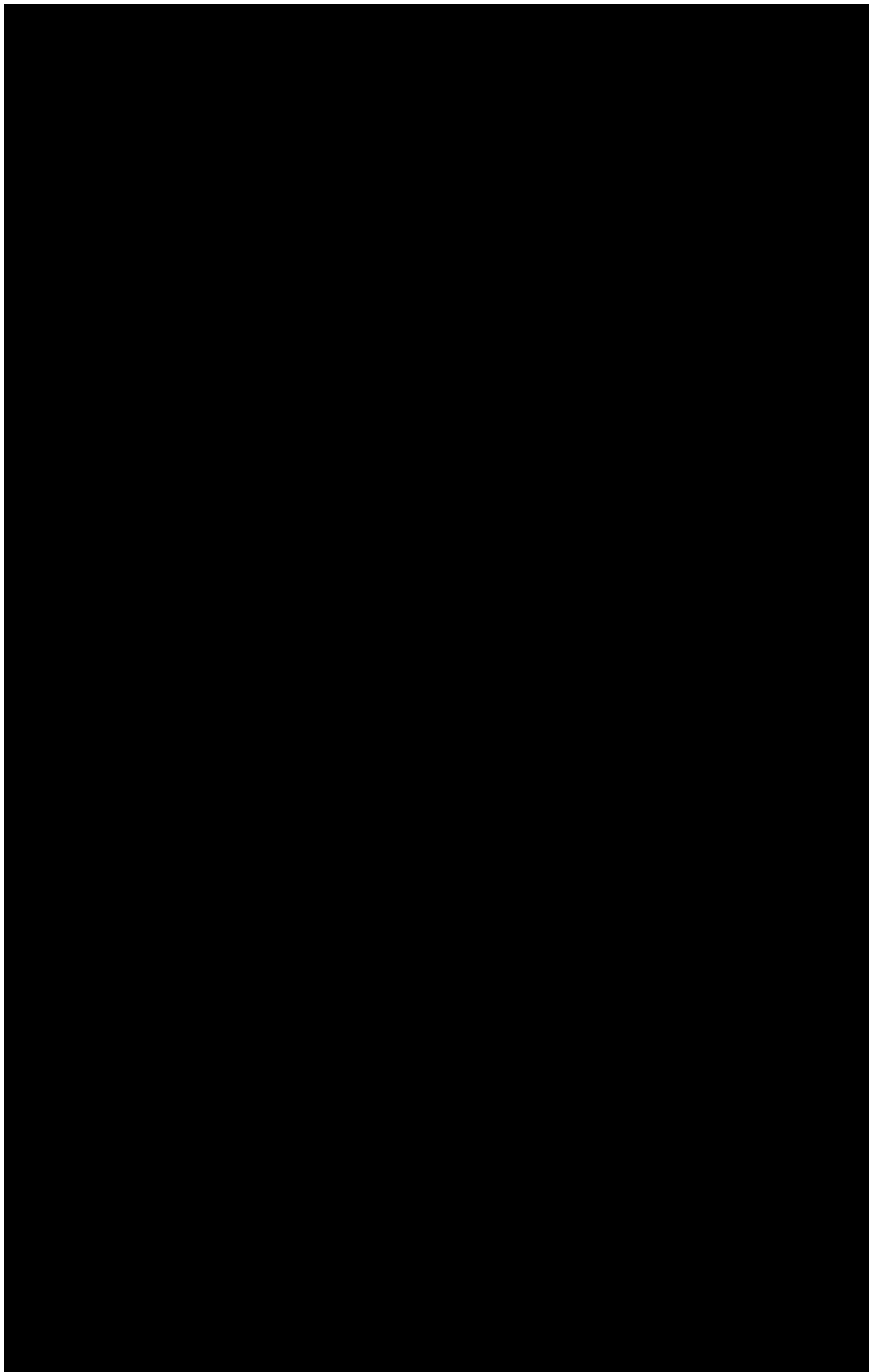
2.2. Amend / Add LCA Details

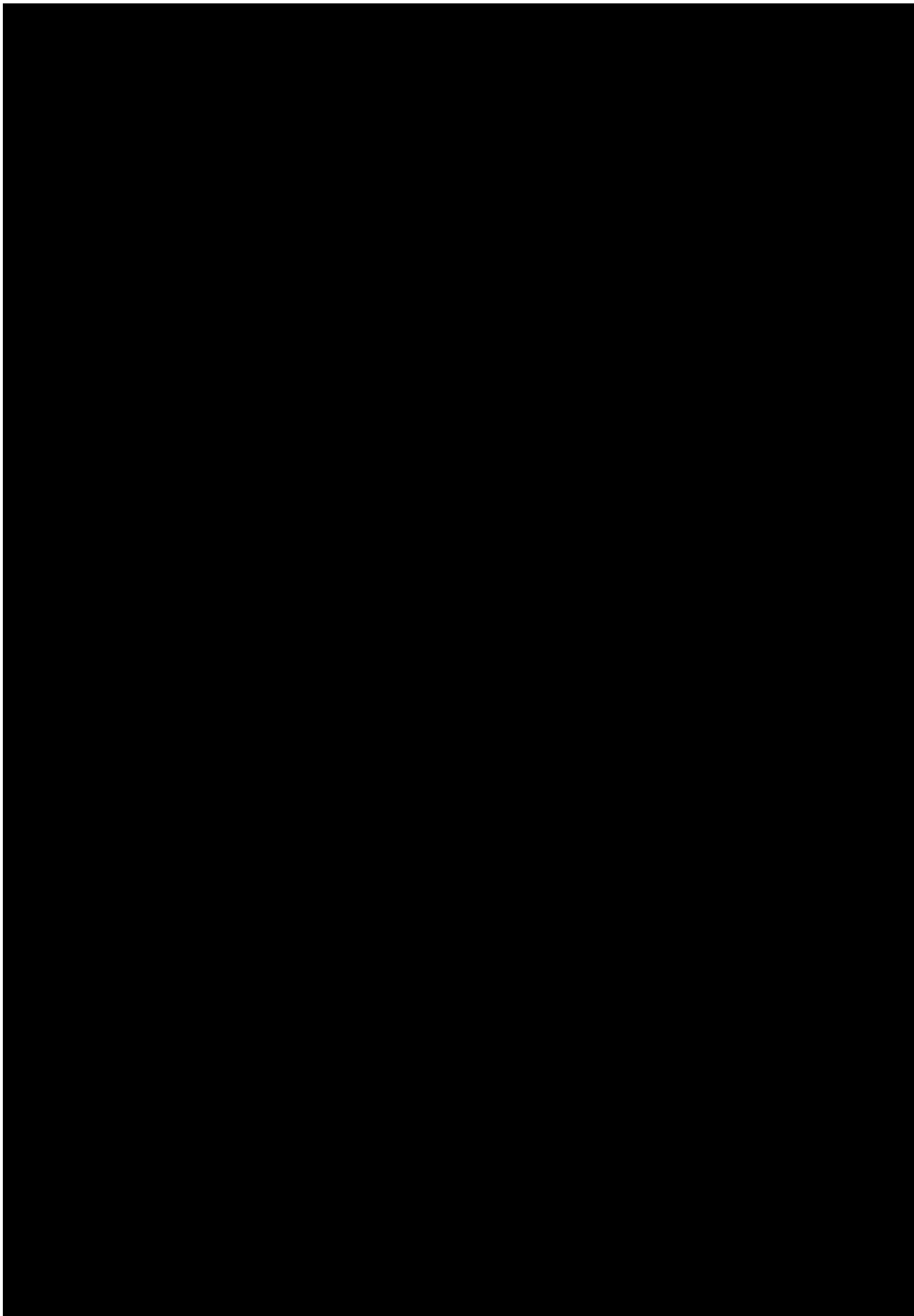


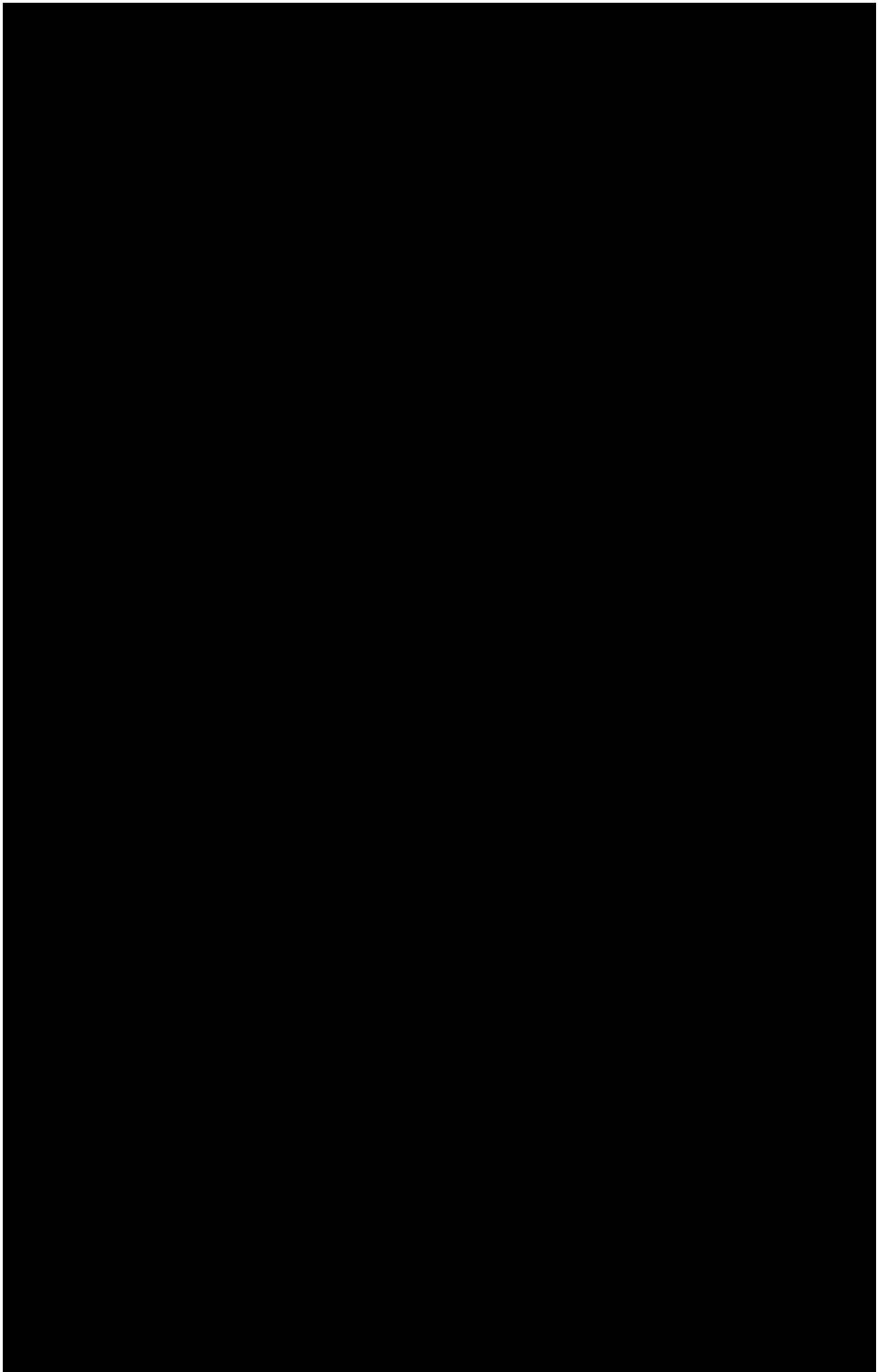
2.3. Amend the Operational Procedures

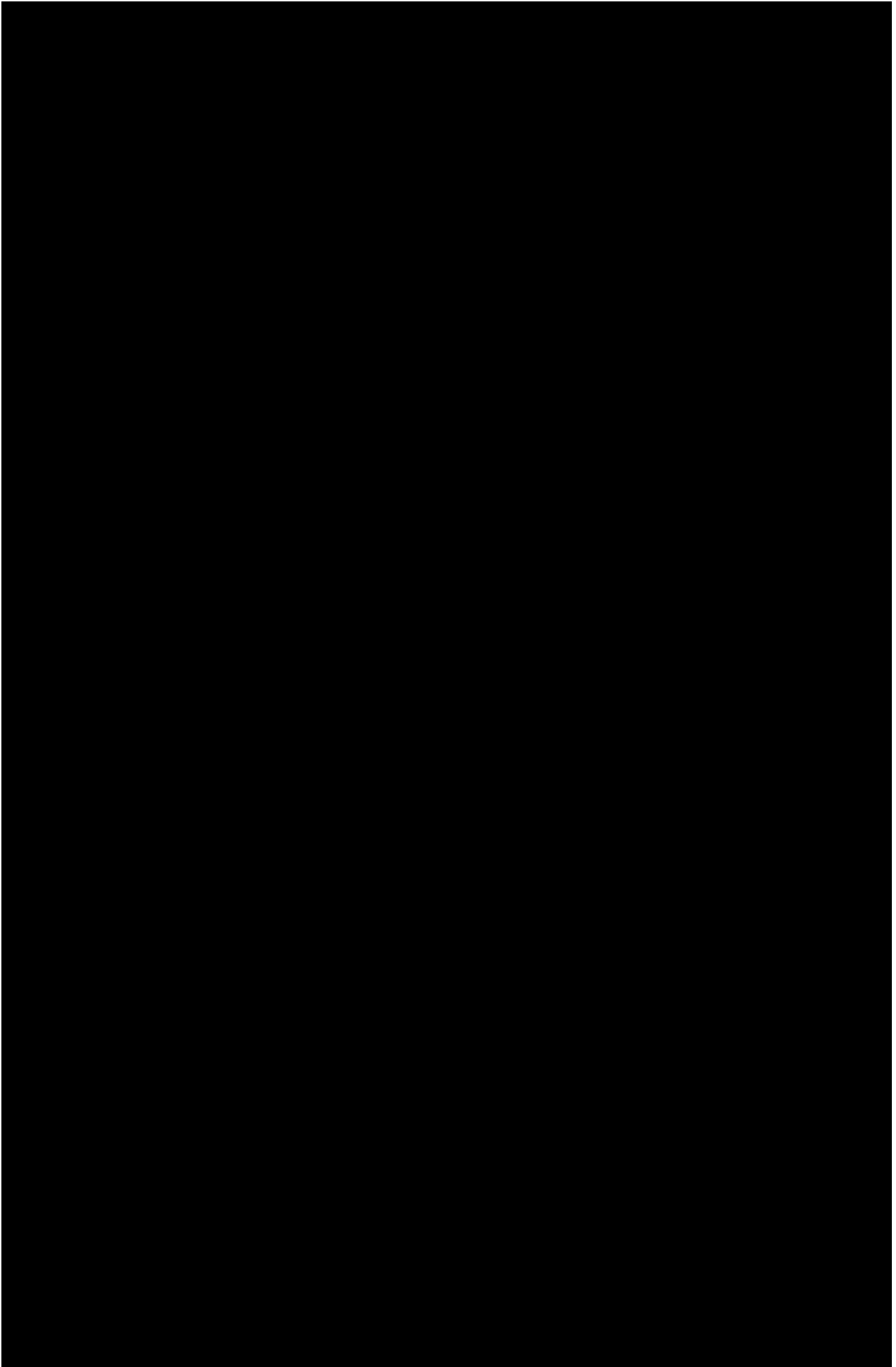


2.4. RFC Procedure

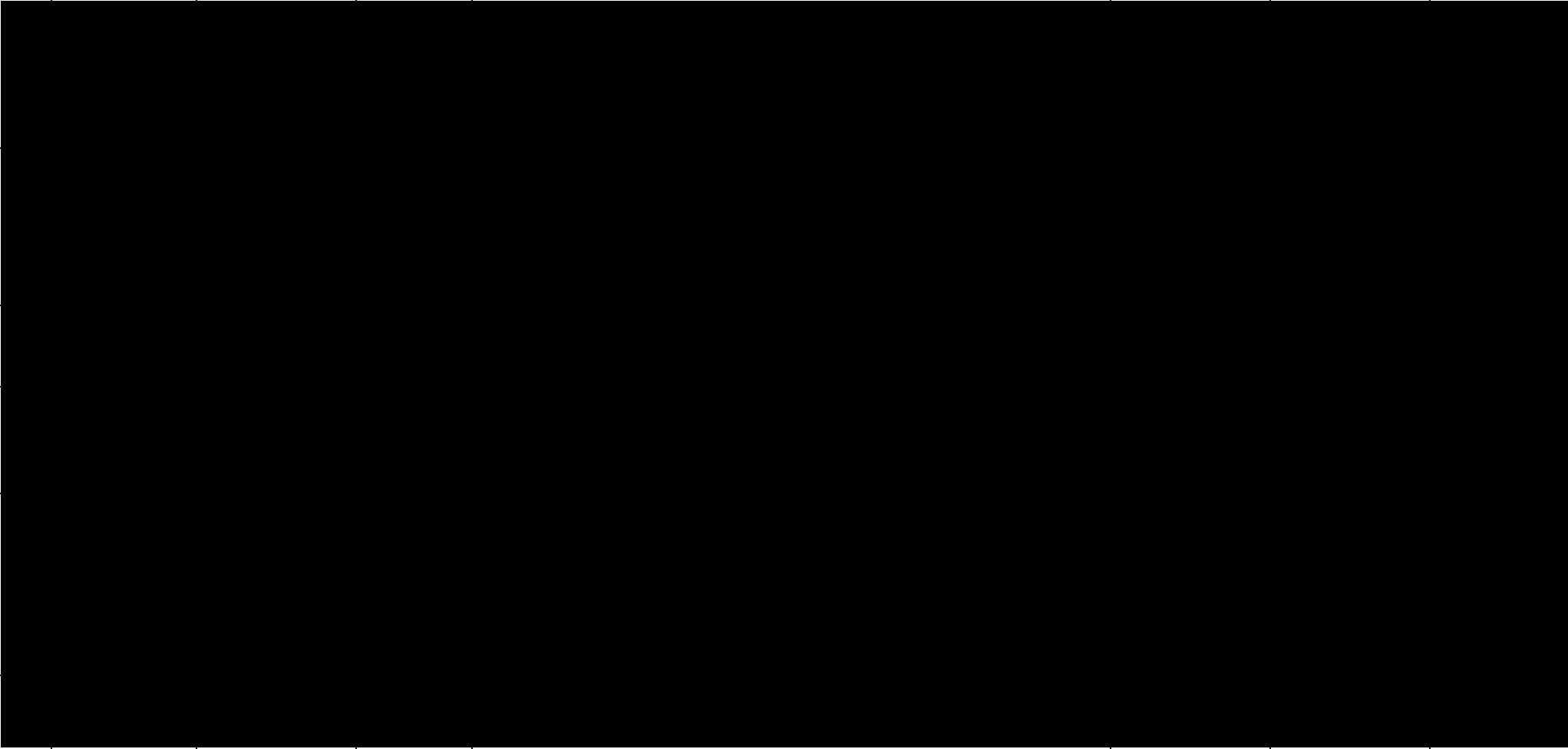








3.3. RFC Procedure

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
							

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
	[REDACTED]				[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]		
	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	
	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>		<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Step	Description	Responsibility	Recipient	Activity	Normal Timing	Fast Track Timing	Related Form(s)
		██████████ ██████████ ██████████			██████████ ██████████	██████████ ██████████	
	██████████ ██████████	██████████ ██████████		██████████ ██████████	██████████ ██████████ ██████████ ██████████	██████████ ██████████ ██████████ ██████████	
	██████████ ██████████ ██████████ ██████████	██████████ ██████████		██████████ ██████████	██████████ ██████████	██████████ ██████████	██████████ ██████████
	██████████ ██████████	██████████ ██████████		██████████ ██████████	██████████ ██████████ ██████████ ██████████	██████████ ██████████ ██████████ ██████████	

4. Change Control Forms

4.1. Introduction

[Redacted text block containing multiple paragraphs of content, all obscured by black bars.]

<p>[REDACTED]</p>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>[REDACTED]</p> <p>[REDACTED]</p>		
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		<p>[REDACTED]</p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		
<p>[REDACTED]</p>		
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		
<p>[REDACTED]</p>		
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>		

<p>[REDACTED]</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>			
<p>[REDACTED]</p>				
<p>[REDACTED]</p>				
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>				
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>				
<p>[REDACTED]</p>				
<p>[REDACTED]</p> <p>[REDACTED]</p>				
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>				
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>				
<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>				

<p>[REDACTED]</p>	<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
<p>[REDACTED]</p>	
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED] [REDACTED] [REDACTED]</p>	<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED] [REDACTED]</p>

4.5. Solution Proposal Form

<p>[REDACTED]</p>		<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>
<p>[REDACTED] [REDACTED] [REDACTED]</p>	<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	<p>[REDACTED] [REDACTED]</p>
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>		
<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>		
<p>[REDACTED]</p>	<p>[REDACTED] [REDACTED] [REDACTED] [REDACTED]</p>	

4.6. Impact Assessment Form

[Redacted]		[Redacted]
		[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]		
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]

4.7. Implementation Plan Form

<p>[Redacted]</p>		<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>		
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>		
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>		
<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>[Redacted]</p>	<p>[Redacted]</p>	<p>[Redacted]</p>
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>		
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>		
<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>		

<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

4.8. Objections Form

[REDACTED]		[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED] [REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]		
[REDACTED] [REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED]		

4.9. Component Version Update Form

[REDACTED]		[REDACTED]
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]

5. Risk and Impact Allocation

5.1. Categories and Risk

[Redacted text block]

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

[Redacted text block]

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

5.2. Component Impact

[Redacted]



5.3. Route of the Change through the Procedure

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

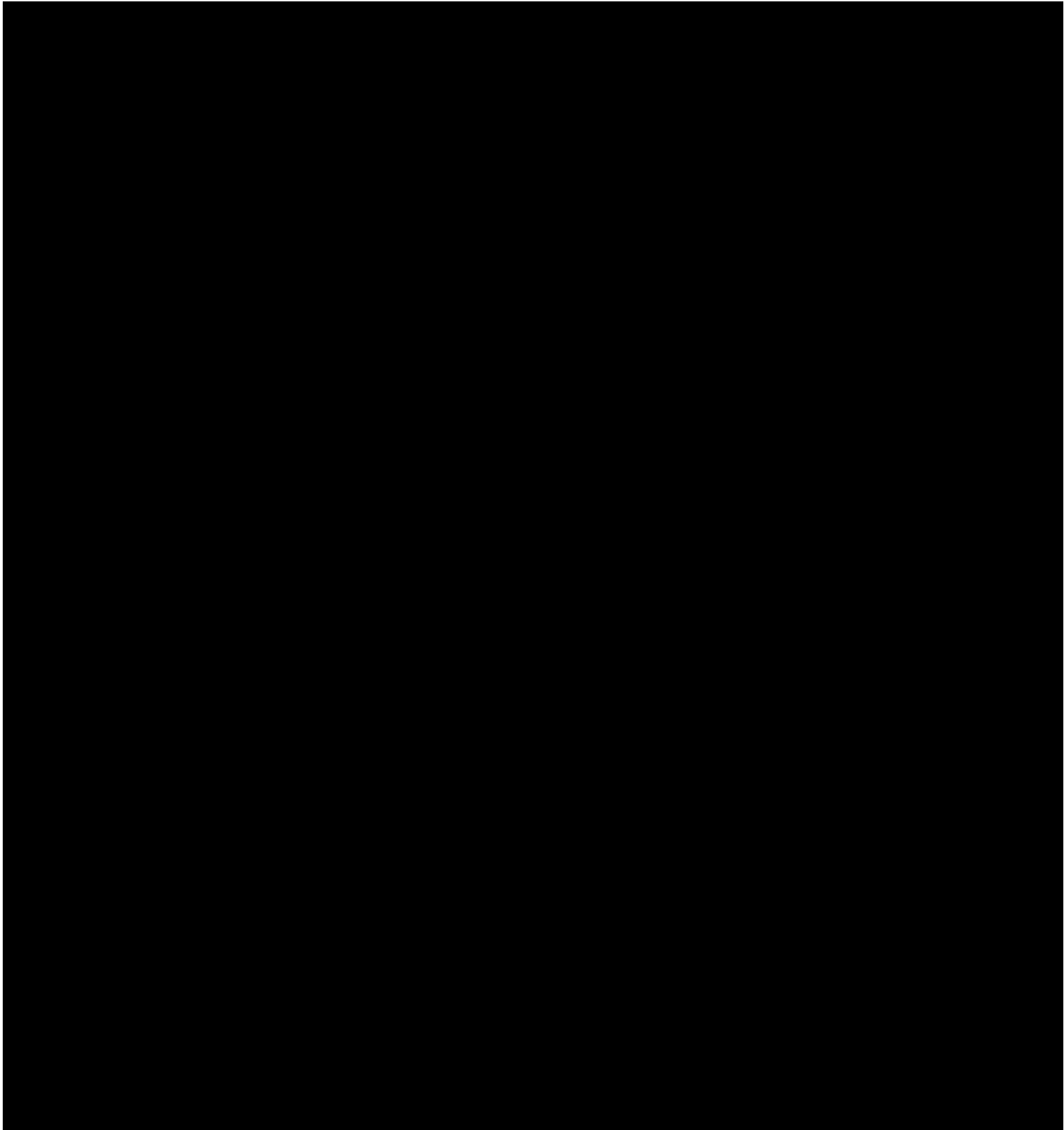
[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



6. Assurance Gathering

[Redacted text block]

6.1. Assurance Activities

[Redacted text block]

[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

[Redacted text block]

6.2. Scope of Assurance Gathering

[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]

7. Tasks of the Core OPSCOM under the Change Control Procedure

[Redacted]

7.1. General tasks

[Redacted]

7.2. Specific tasks

[Redacted]

[REDACTED]

8. Tasks of the CCA under the Change Control Procedure

8.1. Introduction

[Redacted text block]

8.2. Tasks of CCA

[Redacted text block]

[REDACTED]

9. Tasks of the LCA under the Change Control Procedure

8.3. LCA Summary

[Redacted text block]

8.4. Tasks of LCA

[Redacted text block]

[Redacted]

[Redacted]

