


## ANNEX 7 – CHANGE CONTROL FORMS

Contract Management Guidance – Template #10 CHANGE CONTROL FORM- General – v. 4			
<b>Contract Name:</b>	Third Party Integration	<b>Contract Ref. No.</b>	P4027099
<p><i>[This is a template format for a Change Control Form, to be used for initiation and management of contract changes from change initiation to sign off. The change details and progress should be also captured in the central Change Control Register (#9). The form headings correlate to key stages in the change approval process. Not all the information listed under each stage will necessarily be needed for every contract and the content may need to be supplemented with contract-specific provisions. However all the stages need to be filled in and signed off before the change is regarded as complete.</i></p> <p><b><i>Before progressing the change from stage to stage always make sure that representatives signing the change on behalf of the customer, supplier and CCS have the authority to approve the scope and cost of the relevant change. Refer to CM Standards Change Control stage for further guidance]</i></b></p> <p><i>[Guidance on how to fill in specific stages or the wording to be added in relation to each specific contract is put in square brackets and in Italics throughout the document]</i></p> <div style="text-align: center;">  <p>Change Management Process</p> </div> <p>Change Control Process map:</p>			
		<div style="border: 1px solid black; background-color: #00a0e3; color: white; padding: 5px; display: inline-block;"> <b>CUSTOMER CHANGE NOTICE (CCN)</b> </div>	
<p><i>[insert summary of contractual provision/ process agreed with the supplier for contractual change control]</i></p>			

Initiated by:	<i>Anthony Parker/Contract Manager/Department for Transport</i>	CCN Reference:	<i>CCZN18A11-1</i>
Source of change:	<i>To be delivered by the supplier</i>	Date CCN Raised by relevant party:	<i>10/04/2019</i>
<b><u>STAGE 1 - CUSTOMER</u></b>	<p>This is a variation to the contract between the Department for Transport and QinetiQ Ltd.</p> <p>The Terms and Conditions of the Contract apply but with the following amendments:</p>		
Summary of proposals/ requirements			
Proposed payment:	<i>Lump Sum</i>		
Required delivery date, with rationale:	<i>31/05/2019, the delivery date is driven by the availability of an airport to supply their time and resource</i>		
Change authorised to proceed to Stage 2 (Customer organisation representative)	<b>REDACTED</b>	<b>REDACTED</b>	<i>15/05/2019</i>
	Signature	Print Name & Position	Date
Change authorised to proceed to Stage 2 (CCS representative):	<b>REDACTED</b>	<b>REDACTED</b>	<i>21/01/2019</i>
	Signature	Print Name & Position	Date
<b><u>STAGE 2 – SUPPLIER</u></b>			
Comments/ Caveats on requested change			

OFFICIAL

	<div>1) The additional testing Services will be undertaken at either Bristol or Luton (the “Airport”).</div> <div>2) The Supplier is dependent upon the Customer to provide access to the Airport and facilitate the necessary arrangements with the TPIS machine manufacturer.</div> <div>3) Access to Airport will be granted by end of September 2019.</div> <div>4) The scope of the airport assessments will be limited to the tests described in the Suppliers original proposal/programme of work.</div>	
CAPITAL / IMPLEMENTATION COST		
Labour		
Materials		
Other Costs		
TOTAL:	Total costs for the extension: £10,500.00 (excluding VAT)	
REVENUE COSTS (per annum)		
	Contract Base Rate	Current Contract Rate
Breakdown		
Breakdown		
Breakdown		
Breakdown		
TOTAL		
ABORTIVE COSTS:	[Cost incurred if CCN is withdrawn. Delete this row if no abortive costs can be expected (e.g. supplier is unlikely to incur professional fees in costing and submitting a costed proposal )	
NB: Any abortive costs to be discussed with the customer before being incurred		

Anticipated period from CCN being  
authorised by customer to start of  
related provision

Anticipated implementation period, if any

Signed (**Supplier  
Representative**)  
:

**REDACTED**

Print Name &  
Position:

**REDACTED**

Date:

Change authorised  
to proceed to Stage  
4 (**CCS**):




Signature

Print Name & Position

Date

### **STAGE 3 - CLARIFICATIONS**

*[this stage is to be used if CCS/ customer organisation are not clear on or don't agree with the supplier's proposals  
for CCN implementation.]*

Clarifications/ queries  
to supplier regarding  
their proposals:

Date:

Supplier Response

Date:

### **STAGE 4 - CUSTOMER CCN SIGN-OFF TO PROCEED TO IMPLEMENTATION**

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CCN Withdrawn:

*[Yes/ no]*

By signing below, unless CCN is withdrawn, the *[Customer / Authority, as defined in the contract]* agrees to pay the *[Supplier/ Contractor, as defined in the contract]* the costs detailed in Stage 2, by deadlines agreed with the supplier, or as defined in the contract.

Signed  
(**Customer  
Representative**)

Print Name & Position

Date:

Change  
authorised to  
proceed to  
implementation  
(**CCS**):

Signature

Print Name & Position

Date:

#### **STAGE 5 - CCN COMPLETION SIGN-OFF**

I confirm that the *[works have been completed/ provision required under the CCN commenced]* in accordance with the customer requirements and supplier proposals in this CCN.

Date works have been  
completed/ provision  
required under the CCN  
commenced:

Date Signed  
by Customer:

Signed  
(**Customer  
representative**)

Print Name &  
Position

