



CHANGE CONTROL FORM (Computerized Systems)

Prepared By <i>Tushar Patel</i> 26/04/11	Checked By <i>Nilesh Parikh</i> 27/04/2011	Approved By <i>Nilesh Parikh</i> 27/04/11
--	--	---

CC No.	: CQ141 CS1014	Initiated by	: Nilesh Parikh	Department	: IT
Issued by	: Tushar Patel	Issued on	: 12/02/14	Issued to	: Nilesh Parikh
Description of system	: ERP	Module	: Admin		
Application	: Master & HR - Employee - changes details & affecting				
Type of system	: <input checked="" type="checkbox"/> Centralized <input type="checkbox"/> Locational				

Existing system :	Refer as per attachment - 1
Proposed system :	Refer as per attachment - 1
Justification for change :	Refer as per attachment - 1.

EVALUATION FOR REQUIREMENT OF CHANGE

Proposal for change justified: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If "No", then reason/ justification for closure of CC: NA		
Remarks (if any): NO COMP IMPACT		
Evaluated by/ date: <i>Tushar Patel</i> 24/2/14 (Dept. Head)	Concurred by/ date: <i>Nilesh Parikh</i> 1-3-2014 (Location MIS Head)	Approved by/ date: <i>Nilesh Parikh</i> 03-04-14 (QA - Head)



## CHANGE CONTROL FORM (Computerized Systems)

Prepared By	Checked By	Approved By
<i>Pratik</i> 26/04/11	<i>Pratik</i> 27/04/2011	<i>Pratik</i> 27/04/11

IMPACT ASSESSMENT			
Impact on	Recommendation	Assessed by / date (Dept. Head)	Concurred by / date (Impacted dept.Head)
Application/ Process	YES	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14
Validation/ Qualification	NO Impact	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14
Documents	NO Impact	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14
Other Systems	NO Impact	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14
Training	NO Impact	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14
Regulatory aspects	NO Impact	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14
Any other 1. Function 2. Report 3. Labels 4.	NO Impact	<i>Pratik</i> 24/2/14	<i>Pratik</i> 1-3-14

Approval for execution			
Quality Head	:	Plant Head	:
Date	:	Date	:
Attachments : Attachment - 1.		*CQ Head	:
		*CQ CC No.	:
		URS No.	:

Evaluation of requirement and impacts by MIS*			
(*For Centralized systems, Corporate MIS)			
Conclusion : Need to change.			
Change Management Process: [ ] Source Code Change [ ] Configuration Change			
Evaluated by (MIS Designee)	:	Approved by (*Head - MIS)	:
Approved by (Head - QA/ *CQ)	:	Approved by (Head - QA/ *CQ)	:

\*Not applicable in case of "Locational" system



CEA14/CS1014



Attachment - 1 to SOP

Ref# CS/017/10-00

Page : 3 of 3

CHANGE CONTROL FORM (Computerized Systems)

Prepared By <i>Trishul</i> 26/04/11	Checked By <i>[Signature]</i> 27/04/2011	Approved By <i>[Signature]</i> 27/04/11
---	--	---

Change Assessment by MIS

Configuration Change Type: ☐ Parameter Change ☐ Database Object  
(applicable only when Change Management Process is through Configuration Change)

Parameter Change Details:  
(applicable when Configuration Change Type is Parameter Change)

Parameter Name	Parameter Table / File Name	Old Value (mention NA when parameter is added)	New Value (mention NA when parameter is deleted)

Database Object Change Details:  
(applicable when Configuration Change Type is Parameter Change)

Object Type (Function / Trigger / Structure Change / Index)	Database Object Name	Nature of Change (New / Update / Drop)	Object Updated by / Date

Change Implementation Status

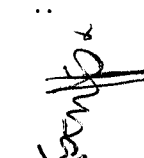
Change implemented <input type="checkbox"/>	Change not implemented <input type="checkbox"/>	Implementation Date:
Reason, if change is not implemented :		
Approved by/ Date (Head - MIS) :		
Change control Closed by/ Date (*CQ) :	Change control Closed by/ Date (QA) :	

\*Not applicable in case of "Locational" system

## Attachment - 1 to Change Control No # CQ14/CS1014

<b>System: ADMIN</b>	<b>Screen / Area : Master &amp; Human Resource</b>	<b>Page : 1 of 1</b>
----------------------	--	----------------------

<b>Sr #</b>	<b>Name of Screen / Report</b>	<b>Existing System</b>	<b>Proposed System</b>	<b>Justification For Change</b>
<b>1</b>	<b>Employee/ Change Details &amp; Affecting</b>	There is no option to identify who are cover under insider trading	<p>&gt;&gt; Add new field in following options</p> <p>a) Employee,</p> <p>b) Employee Change Details,</p> <p>c) Affecting of events option under Human Resource</p> <p>Due to emergency, one fields added in employee master as "insider_trading_opt varchar2(5)"</p> <p>&gt;&gt; Give effect of new field in front-end of different employee options as mentioned in above.</p> <p>&gt;&gt; Give effect in EDI option too.</p>	Provide list of employee who will cover under insider trading

  
 Sign :  
 Date : 26/2/14

Address: