



**Introduction & procedure**

This form describes Nuclear AMRC’s procedure for processing requests for change. It should be used to progress any change altering a project’s scope, costs or timelines.

- Complete section 1 and forward to the Nuclear AMRC project manager to progress.
- The project manager will expedite work to complete section 2 and then section 3.
- Sections 1 to 3 must be fully completed within 14 days of the date the request was raised.
- Requests not completed within 14 days will be escalated.
- Escalated requests will be resolved by Nuclear AMRC management.
- Nuclear AMRC management reserves the right to stop project work.
- Authorised requests will be implemented in good faith by a written contractual variation.

**Section 1: Key information about the change requested**

Document reference		
Nuclear AMRC project reference		
Statement of work reference		
Change request title		
Customer organisation		
Customer contact name		
Nuclear AMRC contact		
Request raised by name		
Date request raised		
Description of change		
Change priority	Change severity	
Reason for request		



**Section 2: Analysis of the change requested**

<b>Impact on project objectives and outputs</b>			
<b>Impact on costs and / or schedule</b>			
<b>Other impacts</b>			
<b>Comments</b>			
<b>Decision recommendation and implementation comments</b>			
<b>Analysis completed by</b>	John Coulter David Lawrence-Ayres	<b>Date completed</b>	27/5/2020

**Section 3: Change judgement, notifications and authorisation**

<b>Decision</b>	Approved	Rejected
<b>Justification</b>		
<b>Conditions</b>		
<b>Notifications</b>		
<b>Authorised on behalf of the Nuclear AMRC</b>		
	<b>Signed:</b>	<b>Date:</b>
<b>Authorised on behalf of the customer</b>		
	<b>Signed:</b>	<b>Date:</b>

Note this document must be referenced in the up-versioned and approved Statement of Work

<b>Version history</b>	
<b>Version</b>	<b>Details</b>