

# Change Verification and Validation Checklist

|                   |  |
|-------------------|--|
| Change Request ID |  |
| Title/Description |  |
| Date              |  |
| Prepared By       |  |

## Verification Checklist

| No. | Verification Item                                | Status (Yes/No/N/A) | Comments |
|-----|--------------------------------------------------|---------------------|----------|
| 1   | Change is documented and approved                |                     |          |
| 2   | Requirements and acceptance criteria are defined |                     |          |
| 3   | Affected components are identified               |                     |          |
| 4   | Impact analysis completed                        |                     |          |
| 5   | Appropriate stakeholders reviewed the change     |                     |          |

## Validation Checklist

| No. | Validation Item                              | Status (Pass/Fail/N/A) | Comments |
|-----|----------------------------------------------|------------------------|----------|
| 1   | Change implemented as per requirements       |                        |          |
| 2   | Test results documented and reviewed         |                        |          |
| 3   | No adverse impacts to existing functionality |                        |          |
| 4   | Stakeholders notified and sign-off obtained  |                        |          |
| 5   | Documentation updated accordingly            |                        |          |

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|------------------|--|
| Final Review By  |  |
| Date of Approval |  |
| Additional Notes |  |