

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		

Final Review By	
Date of Approval	
Additional Notes	