

BSR FORM 4 - Change control plan



Project Address	
Author	
Date	
Description of Project	

† Confirmation required that items are in place and being managed

4.0 Change control plan	Detail	Comments	†	Name	Signature	Date
	4.1 A change control plan must set out the strategies, policies and procedures the client has adopted to ensure any controlled change takes place in accordance with regulation 18 (change control) and to log each controlled change in accordance with regulation 19	how proposed changes will be identified and to whom they must be reported	O			
		how the impacts of proposed changes are identified and considered	O			
		in relation to proposed changes, the decision-making procedures adopted for agreeing a change including whose advice is to be sought	O			
	4.2 Control Change: before any controlled change can be carried out, the client must ensure A B	the procedure to identify which changes require notification to the regulator and which changes require a change control application	O			
		how the effectiveness of the change control plan will be reviewed by dutyholders (client, PD and PC) periodically	O			
		a record is made of the controlled change in accordance with regulation 19 (change control: record-keeping),	O			
		a revised version of any agreed document affected by the controlled change is produced.	O			
	4.3 CONTROL LOG DOCUMENT MUST INCLUDE THE FOLLOWING: 4.4	the name of the individual recording the controlled change	O			
		a description of the proposed change	O			
		an explanation of the reason why the change has been proposed	O			
		whether the change is recorded, notifiable or major	O			
		a list of the name & occupation of each person, if any, whose advice was sought in relation to the proposed change and a brief summary of any advice provided	O			
		an assessment of which agreed document is affected by the proposed change and confirmation that a revised version has been produced	O			
		an explanation, in relation to the proposed change, of how the HRB work will, after the proposed change is carried out, meet all applicable building regulations	O			
		the strategies, policies and procedures in relation to the HRB work will, after the proposed change is carried out, meet relevant requirements	O			