

Change Management Check Sheet

Here's a Change Management Check Sheet designed for a Part 21J Design Organization. This template can be tailored to capture essential steps, responsibilities, and measurements for effective change management.

Change Management Check Sheet

Step	Description	Responsible Party	Check	Comments
1. Change Identification				
Change Request Initiated	Has the change request been documented?	Change Initiator		
Description of Change	Is the change description clear and complete?	Change Manager		
Scope & Rationale Defined	Has the scope and rationale been justified?	Change Initiator		
2. Risk Assessment				
Hazard Identification	Have all potential hazards been identified?	Safety and Compliance Officer		

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Risk Categorization	Has risk been categorized by likelihood and severity?	Safety and Compliance Officer		
Mitigation Actions Identified	Are mitigation actions clearly defined?	Engineering Team		
3. Approvals				
Internal Approval	Has the internal approval been obtained?	Change Manager		
EASA Approval (if needed)	Has EASA been contacted for required approvals?	Safety and Compliance Officer		
Documented in DMS Handbook	Have all documents been updated to reflect the change?	Quality Assurance (QA) Team		
4. Implementation				
Implementation Plan	Is a detailed implementation plan in place?	Change Manager		
Resources Allocated	Are resources (personnel, equipment) sufficient?	Change Manager		

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Communication	Has the change been communicated to all stakeholders?	Change Manager		
5. Training				
Training Materials Developed	Are training materials created and approved?	Training Department		
Staff Training Completed	Have all relevant personnel completed training?	Training Department		
Training Records Updated	Are training records updated for future audits?	Training Department		
6. Monitoring and Review				
Post-Implementation Monitoring	Is there a system to monitor the change's impact?	Safety and Compliance Officer		
Feedback Collection	Are mechanisms in place for collecting feedback?	QA Team		
Incident Reports & SPIs Analyzed	Have incident reports/SPIs been reviewed for trends?	Safety and Compliance Officer		

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7. Continuous Improvement				
Root Cause Analysis (if needed)	Were RCAs conducted for incidents related to change?	Safety and Compliance Officer		
Lessons Learned Documented	Are lessons documented for future changes?	QA Team		
SMS Feedback Integrated	Has feedback been incorporated into the SMS?	Change Manager		

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