

CHANGE MANAGEMENT - AUTHORISATION FORM

Submitted by:		Company Name:	
Job Title:		Company Head Office Address:	
Date:			

Full Name:	Contact Email Address:	Contact Number:	Change Requests (Yes/No):	List Owner (Yes/No):	Outage notifications (Yes/No):

Please note: Please ensure the correct email addresses and contact numbers are provided. This form must be updated every year or when necessary and returned to the Solar Service Desk and can only be completed or amended by a list owner. All customers are given the ability to report/log issues with the Solar Service Desk.

KEY

Change Requests (Yes/No): List of authorised individuals able to request changes, only 3 people can be authorised at any one time.

List Owner (Yes/No): List of authorised individuals able to amend and submit this form, only 1 person can be the list owner.

Outage notifications (Yes/No): List of individuals to receive outage notifications i.e. planned works or incident notifications. No limited is set against this.

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