

Standard report for change management programme

**Information
about the licence
holder/game
supplier**

Name

Address

Zip code and city

Contact person

E-mail address

Phone number

Inspection date

Previous inspection:

Current inspection:

Expected *next* inspection:

**Information
about the inspec-
tion organisation**

Name

Address

Zip code and city

Contact person

E-mail address

Phone number

Link to accreditation

Alternatively, documentation for a valid accreditation can be provided as an appendix to the standard report.

**The inspection
organisation's
supplier**

Information in this section shall only be provided if the inspection organisation uses a supplier.

Name

Address

Zip code and city

The certification work shall be carried out by staff with sufficient qualifications cf. section 6 in ISO/IEC 17021-1 or section 6 in ISO/IEC 17065. The work shall be supervised cf. the requirements for supervision in section 2.3 in the general requirements of the certification programme.

Insert education and qualifications for the staff supervising the work.

Supervisor 1:

Name: _____

Education and other qualifications	Period

Supervisor 2:

Name: _____

Education	Period

It is the supervisors responsibility to sign the standard report and thereby warrant that the certification work has been completed in an appropriate professional manner.

Suppliers

It is the responsibility of the licence holder that their supplier(s) are inspected. The inspection organisation shall ensure that the licence holder's supplier(s) are inspected in accordance with the Danish certification programme in the period from the previous inspection to the current inspection. Fill in the table below with information on any supplier's inspections.

Name of supplier	Are all requirements met? Yes/No

Inspection of procedures

The following sections shall indicate whether the licence holder's procedures can be approved with regards to the individual requirements. If the procedures cannot be approved, comments shall be added in the appendix with a description of why the procedures cannot be approved, as well as when the procedure was/ is expected to be remedied. It is important that all non-compliant observations are recorded, even if the procedure has been remedied before the submission of the standard report to Danish Gambling Authority. A description of the requirements can be found in the *Change Management Programme*.

3 Change Management Framework	Are all requirements met?	
	Yes	No
3.1 Change Management Responsibility		
3.2 Change Management Planning		
3.3 Configuration Management		
3.4 Recording changes in a Change register		

3.5 Configuration baseline of the base platform or game platform		
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4 Change Management Process	Are all requirements met?	
	Yes	No
4.1 Justification for change		
4.2 Evaluation of change		
4.3 Approval of change		
4.4 Implementation and verification of change		
4.5 Integration		

5 Reports from the component register and the change log	Are all requirements met?	
	Yes	No
5 Reports from the component register and the change log		

6 Prior approval of change from Spillemyndigheden	Are all requirements met?	
	Yes	No
6.1 Random Number Generator		
6.2 New games and changes in the existing offer of games		

Comments shall be provided in the appendix to the standard report if there are any sections, where the requirements to the license holder's or game supplier's procedures are not met.

Further information

Any further information relevant for the Danish Gambling Authority shall be stated in the appendix to the standard report.

Declaration and signature

By my signature below I declare that the information supplied in this report is correct. I acknowledge that missing information or deliberate misinformation can lead to the report being rejected. Any changes in the supplied information shall be forwarded to the Danish Gambling Authority without delay.

Date	Name	Signature
_____	_____

Date	Name	Signature
_____	_____

Submission

This report must be submitted by:

- License holders
- Game suppliers

The report must be submitted to the Danish Gambling Authority through:

- The contact form on the Danish Gambling Authority's website