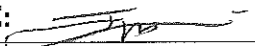


RFC NUMBER.....
DATE RFC RAISED.....

REQUEST FOR CHANGE FORM

RAISED BY: Kutlo Batsweleng	CONTACT NO:
REQUESTED FOR: UPU certification	
AUTHORISED BY: Teko Molapisi	
DESIGNATION: Quality & Statistics Manager(A)	
SIGNATURE: 	DATE: 26/11/2019
CATEGORY: Planned <input checked="" type="checkbox"/> Emergency <input type="checkbox"/> Retrospective <input type="checkbox"/>	
IMPACT: Minor <input type="checkbox"/> Major <input checked="" type="checkbox"/>	
DATE CHANGE REQUIRED BY: 29/11/2019	
DESCRIPTION OF CHANGE: The delivery standards end to end has to be up-loaded in the company website. The track and trace link for all controlled mail to be availed on the website (https://www.botspost.co.bw/)	
REASON FOR CHANGE: It's a requirement from the statutory body (UPU) and the audit will be done	
IMPACT IF CHANGE NOT IMPLEMENTED: Quality assurance becomes questionable from UPU and likely to fail qualifying for the certification	
BACKOUT/ ROLL BACK PLAN: Revert change.	
ATTACHMENT: (if any) The delivery standard will be attached.	

CAB APPROVAL

Name	Designation	Signature	Date
Conditions/ Remarks/ Comments			

RFC NUMBER.....
 DATE RFC RAISED.....

Name	Designation	Signature	Date
<u>Conditions/ Remarks/ Comments</u>			

Name	Designation	Signature	Date
<u>Conditions/ Remarks/ Comments</u>			

STATUS: Approved Rejected Pending Investigations

For IT use only

CHANGE NOTIFICATION LISTS

Title	Name	Signature	Date

Any 3rd Party Access Required: Yes No

(State 3rd Party and Access given):
