

Change Management Policy

A systematic, risk-based approach to planning, reviewing, and implementing changes to Odyssey Logistics production infrastructure and dependent services.

POLICY POL008

PRODUCTION INFRASTRUCTURE

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PROGRAM OVERVIEW

Odyssey Logistics manages changes to production infrastructure through a structured Change Advisory Board process. The policy classifies change types, sets requirements for review and approval, and requires complete planning, testing, and rollback information to mitigate risk and reduce disruption.

01

Submit

Changes to production infrastructure are classified and submitted with complete, structured request information.

02

Review

A Change Advisory Board evaluates requests on a defined cadence, weighing risk, impact, and business value.

03

Approve

Changes proceed only with required approval; emergency and pre-approved paths are governed with documentation.

04

Execute & Recover

Testing strategies, rollback plans, and communication requirements protect operations through implementation.

FRAMEWORK ALIGNMENT

ITIL

Change Enablement — structured evaluation and authorization of changes.

NIST CSF

Protect function — configuration and change management.

ISO/IEC 27001 Annex A

Change control safeguards for operational systems.

WHAT THIS POLICY COVERS

The policy is structured across the sections below. Each is mapped to the corresponding area of recognized security practice — demonstrating coverage without disclosing internal control specifics.

§1

Purpose

Systematic mitigation of risk in changes to production infrastructure.

§2

Scope

Standard, emergency, and recurring (pre-approved) change types.

§3

Process Requirements

Defined CAB cadence, submission deadlines, and approval requirements. [ITIL](#)

§4

Participating Stakeholders

CAB roles, functional proxies, and communication representatives.

§5

Change Request Requirements

Planning, impact, severity, testing strategy, and rollback plan.

[NIST CSF · Protect](#)

Supporting document control: maintained revision history and a referenced documents register.