# Decision sheet on changes to subcontracting

Check impact, pre-information, change window as well as objection and possible termination.

### Legal entity, function and scope

Determine the date, performance and role of responsibility with the own verification identifier.

### Evidence of decision

Capture observation, scope and evidence per test step. Clear each open result before release.

### What facts and evidence do the decision bear?

Select the information relevant to your criterion. Note version, location and reference to your own process for each document.

### Own decision and open order

A decision on the substantial sub-contracting change with a comprehensible risk assessment, response and deadline.

# Transfer the sample case to the own holding

The backup service announces a new sub-service provider with changed data location for payment processing.

| Example check | Documented status |
| --- | --- |
| Scale The display is timely, risks and impacts are measured and the contractual options are established. | |
| Monitoring The announced sub-service provider is not yet included in the monitoring plan. | |
| Reasoned follow-up | Keep your decision and feedback open until access, locations and effects on continuity are clarified. |

### Keeping your own deviation and expected effect

What acceptance changes your decision? Determine which own sample and what proof clarify the open question.

# Connect test documents, findings and acceptance

Link each sample with a unique identifier. In case of a different activity, replace the criterion by the test position relevant to your job.

## Evaluate long or complex subcontract chains

Art. 29 para. 2 subpar. 1 and 4 · Track a significant performance through the chain to the responsible provider.

### Observation and evidence

Specify the observed result, location and status.

## Apply sub-contracting RTS to review and change process

Art. 30 para. 5 · Follow the change of a subcontractor until you object, consent or terminate the decision.

### Observation and evidence

Specify the observed result, location and status.

### Correction, follow-up date and release

Determine the finding, the correction responsible, the post-test and the decision with date.