

Official resource

Yacht Network Change Log and Handover Record

SLUG	yacht-network-change-log-and-handover-record
SUMMARY	Printable change-log and handover template for yacht firewall, switching, Wi-Fi, server, SatCom, AV/control, CCTV, and vendor-access network changes.
RESOURCE TYPE	Template
RESOURCE AREA	Connectivity, IT & cyber
INTENDED AUDIENCE	ETOs, AV/IT crew, captains, yacht managers, integrators, support vendors
ESTIMATED USE MINUTES	20
DOCUMENT LABEL	Download PDF
PDF	yacht-network-change-log-and-handover-record-v1-0.pdf
VERSION	1.0
PUBLICATION STATUS	Published resource archive
IMPORTANT NOTE	This resource is practical operational guidance. It does not replace the vessel SMS, flag or class requirements, manufacturer manuals, competent network/security advice, or the authority of the Captain and responsible technical officers onboard.

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Change identity

- Change title recorded.
- Date and time recorded.
- Requester recorded.
- Approver recorded.
- Person or company performing the change recorded.
- Systems affected recorded.
- Guest, owner, crew, bridge-adjacent, security, or OT impact noted where applicable.

Reason and risk

- Business or operational reason recorded.
- Expected benefit recorded.
- Risk if change is not made recorded.
- Risk if change fails recorded.
- Planned maintenance window recorded.
- Communication plan recorded for bridge, captain, interior, owner office, or vendors where needed.

Technical change record

- Device, controller, firewall, switch, server, cloud portal, or application changed.
- Previous setting or baseline recorded.
- New setting or baseline recorded.
- Configuration backup taken before change.
- Screenshot or export stored where practical.
- Rollback method recorded.
- Temporary access or vendor VPN window recorded.

Test and acceptance

- Basic connectivity tested.
- Guest, crew, owner, AV/control, CCTV, SatCom, or management zone tested where applicable.
- Firewall, VLAN, DHCP, DNS, Wi-Fi, or routing behaviour checked where relevant.
- Monitoring, logging, or alerting checked after change.
- User acceptance confirmed where needed.
- Open defects or follow-up actions recorded.

Handover closeout

- Network diagram updated.
- IP/VLAN register updated.
- Device ownership register updated.
- Firewall rule or exception register updated where applicable.
- Backup location confirmed.
- Support vendor notified of final configuration.
- Captain or management summary provided in plain language.
- Next review date assigned.