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Change Control & Release Management for AI Systems

1. Purpose and Objectives

This document establishes the comprehensive framework for managing changes and releases across artificial intelligence systems, ensuring safe, controlled deployments with verified rollback capabilities. The primary objectives include:

- Establishing standardized change control processes for AI system modifications
- Defining release management procedures that minimize operational risk
- Ensuring comprehensive testing and validation before production deployment
- Maintaining detailed audit trails for all AI system changes
- Providing clear rollback procedures to restore previous system states
- Aligning change management practices with enterprise risk tolerance
- Supporting compliance with AI governance frameworks and regulatory requirements

The framework recognizes the unique characteristics of AI systems, including model versioning complexities, prompt engineering iterations, algorithmic bias considerations, and the dynamic nature of machine learning performance metrics.

2. Scope and Applicability

This policy applies to all threshold changes within AI systems and encompasses the following categories:

2.1 AI Model Changes

Change Type	Description	Risk Level	Approval Required
Model Architecture	Core neural network structure modifications	High	CAB + CTO
Training Data Updates	Dataset additions, removals, or modifications	High	CAB + Data Owner